Nebraska Medicaid X12 Submission Requirements Manual
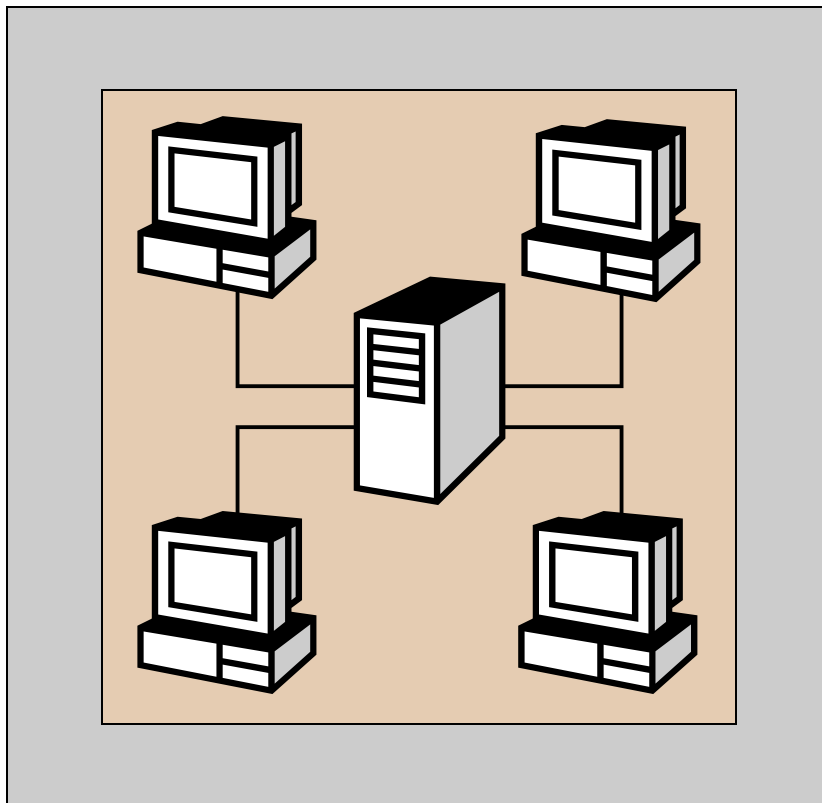## Version 1.13

MEDICAID.EDI@HHSS.NE.GOV

EDI Help Desk (866) 498-4357

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Department of Health and Human Services File Transfer Protocol (FTP) for Nebraska Medicaid

Two trading partner File Transfer Protocol (FTP) servers exist – one for test and one for production. The test number is (888) 302-9746, and all files sent to this FTP server will be considered test files. The production number is (888) 648-4840, and all files sent to this FTP server will be considered production files.

The FTP servers are not available to the Internet. Due to the HIPAA privacy rule, all Protected Health Information (PHI) sent over the Internet needs to be encrypted. Since there are varying standards of encryption and encryption software, Nebraska Medicaid will only be offering Dial-Up FTP servers.

The FTP servers will be running 24 hours a day, 7 days a week. The FTP servers will be supported by the Department of Health and Human Services staff between the hours of 8:00 A.M. and 5:00 P.M. Monday through Friday, except State and Federal holidays. Visit the following State of Nebraska Web site to view a listing of all Nebraska state holidays: http://www.hhs.state.ne.us/hur/holidays.htm. Please note that the response time may be longer on Sundays due to system maintenance.

The contact for setting up a Trading Partner ID for electronic transactions is the EDI Help Desk at (866) 498-4357. All trading partners will start with HIPAA\EDI and end with a unique number for each entity. For example: HIPAA\EDI123456789T for test and HIPAA\EDI123456789P for production. These IDs are used to log on to the FTP servers. Specific file naming standards are located on pages 4 and 5.

All trading partners must successfully send a file on the test FTP server, and have the file pass a test of our processing system before being granted access to send on the production FTP server.

Minimum System Requirements

- Windows 2000 or higher
- 56K Modem that supports PPP connections.
- Compression Software (Nebraska Medicaid will use WinZip).

Connection Settings

To connect to Nebraska Medicaid FTP, you will need to establish Dial-Up Networking. There are examples on how this can be accomplished in this document. Nebraska Medicaid offers these examples as is, and they may or may not be complete documents depending on your Operating System.

If your operating system is not listed above, you will need to consult your documentation that you have for your Operating System.

Once you have completed setting up a Dial-Up Network connection, there are some advanced settings that need to be considered.

Advanced Connections Settings

If you are using Windows 2000, make sure that "Use default gateway on remote network" is not selected in the properties of your Dial-Up Connection.

Nebraska Medicaid is operating on a ten-dot network. The network is a class "C" network. For most trading partners this should not matter. However, if you have a network in your office that is a class "A" or class "B", you may experience connectivity issues. Also, if you are operating on a ten-dot network this may also result in connectivity issues.

If connectivity issues do occur, verify your route table. If the Metric count on your network is the same Metric count as the static route added when connecting to the FTP server, this could be the cause of the connectivity issue. To correct this issue, you will need to access the properties of the Dial-Up connection and change the Metric count to a number that is greater than the Metric count that is on your network.

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Inbound Naming Standards (Files Sent to Nebraska Medicaid)

Use the following criteria to name the file being dropped off:

EDI(Trading Partner ID).(Transaction).(Sequence Number).DAT

All files will need to begin with "EDI".

Trading Partner ID
Nine-digit number assigned by EDI Help Desk.

Transaction
HIPAA X12 transaction identifier.
Values are: 270 / 276 / 278 / 837I / 837P / 837D / Multi

Sequence Number
Per Day Sequence Number allows for multiple files to be sent in a single day. This number is four digits.

DAT
All files will need to end with ".DAT".

The following are some examples:

EDI123456789.270.0001.DAT
EDI123456789.276.0001.DAT
EDI123456789.278.0001.DAT
EDI123456789.837I.0001.DAT
EDI123456789.837P.0001.DAT
EDI123456789.837D.0001.DAT
EDI123456789.MULTI.0001.DAT

Nebraska Medicaid recommends that all files sent to the FTP server (TEST and PRODUCTION) are compressed (zipped). Using the above examples, these files should be created as follows after they have been compressed.

EDI123456789.270.0001.ZIP
EDI123456789.276.0001.ZIP
EDI123456789.278.0001.ZIP
EDI123456789.837I.0001.ZIP
EDI123456789.837P.0001.ZIP
EDI123456789.837D.0001.ZIP
EDI123456789.MULTI.0001.ZIP

Outbound Naming Standards (Files Sent from Nebraska Medicaid)

EDI(Trading Partner ID).(Transaction).D(Date).T(Time).ZIP

All outbound files begin with "EDI".

Trading Partner ID
Nine-digit number assigned by the EDI Help Desk.

Transaction
HIPAA X12 transaction identifier.
Values are: 271 / 277 / 278 / 835 / 834 / 820 / 997

Date
Creation Date.

Time
Creation Time.

ZIP
The ".zip" file extension indicates that the file is compressed. Nebraska Medicaid will be using compression on all outbound transactions.

The following are some examples:

EDI123456789.271.D050103.T141002.ZIP
EDI123456789.277.D050103.T141002.ZIP
EDI123456789.278P.D050103.T141002.ZIP
EDI123456789.835.D050103.T141002.ZIP
EDI123456789.820.D050103.T141002.ZIP
EDI123456789.834.D050103.T141002.ZIP
EDI123456789.997.D050103.T141002.ZIP

997 Transaction

Nebraska Medicaid will generate a 997 for every inbound HIPAA X12 transaction but will not accept inbound 997's.

EDI(Trading Partner ID).997.D(Date).T(Time).ZIP

All outbound files will begin with "EDI".

Trading Partner ID
Nine-digit number assigned by EDI Help Desk.

Date
Creation Date.

Time
Creation Time.

The following is an example:

EDI123456789.997.D050103.T141002.ZIP

Trading Partners will receive a 997 Functional Acknowledgement report with every file submitted to Nebraska Medicaid. It is the responsibility of the Trading Partners to verify a 997 Functional Acknowledgement is received per file and reviewed to determine if the file processed without errors. If a 997 is not generated, then the file was not able to process or was not received by Nebraska Medicaid. If the inbound file is no longer in the Trading Partners IN folder, and there has been no correspondence about the file from Nebraska Medicaid EDI Help Desk, contact the Nebraska Medicaid EDI Help Desk.

For Trading Partner's that submit multiple files in a day, you may determine which 997 report is associated with each transaction by always submitting a unique value in the GS06 segment of each transaction.   Nebraska Medicaid will report your GS06 value back in the associated 997 functional acknowledgment in the AK102 segment.

ECA Report

The State of Nebraska will not be implementing the X12 transaction 277U (Unsolicited 277). The State of Nebraska has created an "Electronic Claim Activity" report to communicate the claims that get rejected or deleted and denied adjustment requests. Rejected claims will be reported the day following claim submission. Deleted claims and/or denied adjustment requests will be reported following our weekly cycle.

EDI(Trading Partner ID).ECARPT.D(Date).T(Time).ZIP

All outbound files will begin with "EDI".

Trading Partner ID
Nine-digit number assigned by EDI Help Desk.

ECARPT
Electronic Claim Activity Report.

Date
Creation Date.

Time
Creation Time.

ZIP
The ".zip" indicates that the file is compressed. Nebraska Medicaid will be using compression on all outbound transactions.

The following is an example:

EDI123456789.ECARPT.D050103.T141002.ZIP

The above ".zip" file will contain one to many reports depending on the number of providers. The naming convention is as follows:

EDI(Trading Partner ID).(Provider Number).D(date).T(Time).RPT

ECA reports can be generated daily or weekly. The ECA Reject report will have a provider number of zeros. The ECA Delete report will display the 11 digit provider number.

Refund Request

The 835 Transaction does not accommodate Refund Requests. Refund Requests are being reported on an electronic Print Image or a proprietary flat file format.

Refund Request Report:

EDI(Trading Partner ID).RFNDRPT.D(Date).T(Time).ZIP
-or-
Refund Request Data File:

EDI(Trading Partner ID).RFNDDATA.D(Date).T(Time).ZIP

All outbound files will begin with "EDI".

Trading Partner ID
Nine-digit number assigned by EDI Help Desk.

RFNDRPT or RFNDDATA
Refund Request Print Image or Data File.

Date
Creation Date.

Time
Creation Time.

ZIP
The ".zip" indicates that the file is compressed. Nebraska Medicaid will be using compression on all outbound transactions.

The following is an example:

Refund Request Report:
EDI123456789.RFNDRPT.D050103.T141002.ZIP
-or-
Refund Request Data File:
EDI123456789.RFNDDATA.D050103.T141002.ZIP

The above ".zip" file (report or data file) will contain one to many reports depending on the number of providers. The naming convention is as follows:

Refund Request Report:
EDI(Trading Partner ID).(Provider Number).D(Date).T(Time).RPT
-or-
Refund Request Data File:
EDI(Trading Partner ID).(Provider Number).D(Date).T(Time).DAT

Error Reporting

EDI(Trading Partner ID) D(Date).T(Time) .ERROR..ZIP

The error report file is a generic file that is used to report errors that occurred during the processing of the transaction. These are errors that are different from what is reported on the 997 and ECA Report. Listed below are errors that could be reported within this generic error report:

Duplicate File Report:
>
> Files received must have at least one of the following elements different from previous files or the file will be rejected as a duplicate:
>
> ISA06, ISA09, ISA10, ISA13, GS06, GS08
>
> These files will first generate a 997 indicating the file was accepted for processing, then an error file specifying the duplicate envelope information. These files will not be processed a second time.

Trace Report:
>
> The Trace Report is a Sybase Translator proprietary report. It is automatically placed in the Trading Partner's Outbox when it is generated. There are two situations that generate a Trace Report:

1. Unable to Process File. If a file is received with invalid envelope information, the file will not process at all and a Trace Report will be generated. Because these files are unable to process, a 997 will not generate. Examples of invalid envelope information include:
   - ISA06 and GS02 identifiers do not match our system. Error Message Ex:

   1. Err Lev: 10 Trans: 000 Seg: GS   EDI Line: 2
   (5006) ERROR: tradepartner ID- EDIHELPCCCC   match not found

   - The trading partner has not been set up for the transaction submitted
   - The ISA15 is incorrect
   - Test/Production indicator is invalid. Error Message Ex.:

   1. Err Lev: 10 Trans: 837   Seg: ST   EDI Line: 3
   (1228) ERROR: No Tradstat for Tptnr 000000021000 Trans 837   Vers 004010X098A1
   TstInd P Skipping Forward

2. Compliance Failure: If a file has valid envelope information but fails compliance, a trace report will be generated. This Trace Report itemizes errors that occurred, identifying the line that had the error. This is normally accurately stated, but occasionally, an error is reported on a line that is not where the error occurred. As an example, the trace report may report an error that the claim amount did not balance to the line amounts, which is true, but it was true of the claim ABOVE it, and not the claim that was reported to be wrong on the trace report. This occurs because the sum is not finalized until it gets to the next claim. (The report lists the error where it ended the tally). Because these files do process through compliance, a 997 will also be created.

<u>File Naming Convention:</u>
This error will occur when a trading partner sends a file that does not meet the naming standards outlined in the manual. The file name of the file that is in error will be included in the report.

<u>Files Dropped in the Root Folder:</u>
This error will occur when a trading partner drops a file in the root verses their "IN" folder. The file name of the file that is in error will be included in the report.
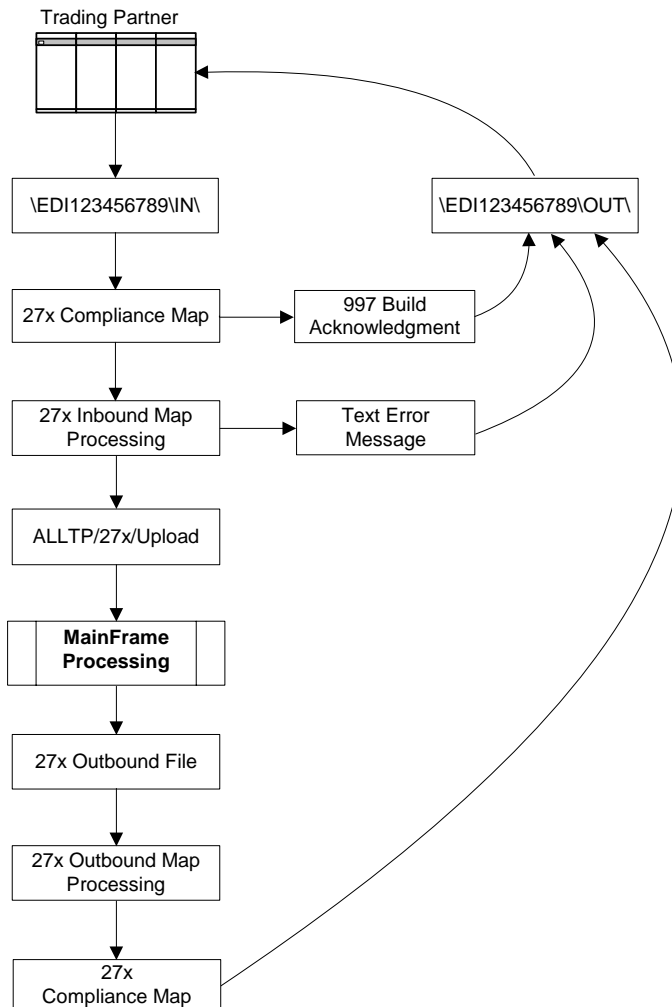
Testing Results

EDI(Trading Partner ID).Test.Results.*Date.*zip

When a testing Trading Partner submits an 837 test transaction, a Test results file is automatically placed in the Trading Partner's Outbox after a file review has been completed. The test file includes a Test Results Spreadsheet, Error Code Description, and Summary Feedback Statement in a single file. The Test Results Spreadsheet and the Error Code Description are Excel Documents, and the Summary Feedback Statement is a Word document.

Transaction Flows - 27x

The following diagram depicts the data flow of the 270/271, 276/277 and the 278 Request and Response transactions:

Trading Partner

```
\EDI123456789\IN\                           \EDI123456789\OUT\

27x Compliance Map  ──────►  997 Build
                             Acknowledgment

27x Inbound Map     ──────►  Text Error
Processing                   Message

ALLTP/27x/Upload

MainFrame
Processing

27x Outbound File

27x Outbound Map
Processing

27x
Compliance Map
```

```
270/271 -  X12 Process
276/277 - X12 Process
  278 - X12 Process
```

Transaction Flows – 837/835

The following diagram depicts the data flow of the 837 inbound transactions and the 835 outbound transaction and other reports that may be generated from the 837.

Trading Partner

```
\EDI123456789\IN\                                    \EDI123456789\OUT\

837I, 837P, 837D          997 Build
Compliance Map            Acknowledgment

837 Inbound Map           Text Error
Processing                Message

\ALLTP\837\Upload\

MainFrame                 Refund Request
Processing

                          ECA Report

835 Outbound File

835 Outbound Map
Processing

835
Compliance Map
```
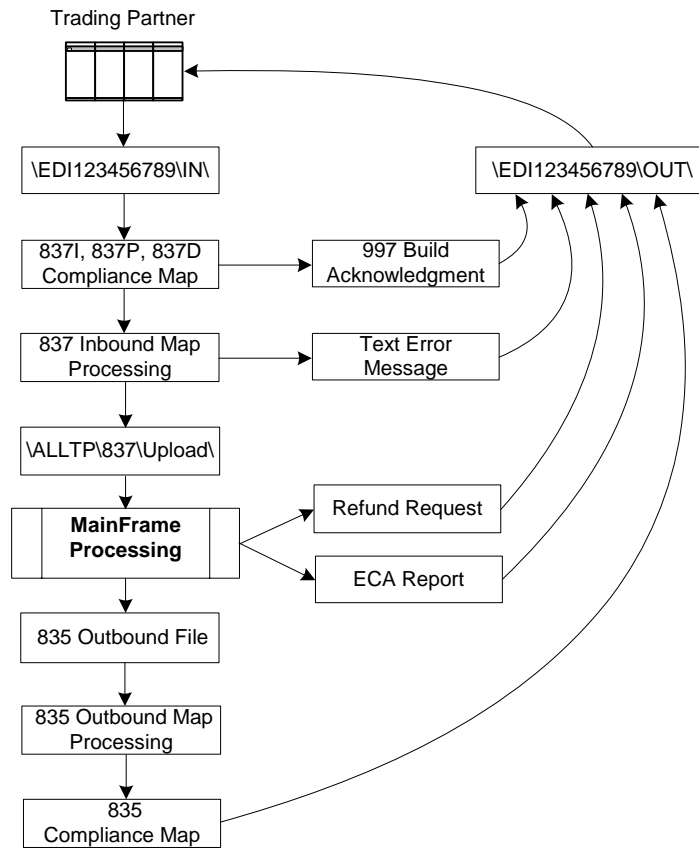
837 / 835 - X12 Process

Testing Requirements

Required Forms for Direct Testing/Production Submission:

Nebraska Medicaid Trading Partner Agreement
Nebraska Medicaid Trading Partner Profile
Nebraska Medicaid Trading Partner Authorization

Nebraska Medicaid's testing region will mirror the production region. Trading Partners must submit a minimum of two test files of 20 - 25 claims each where the majority of claims process correctly. Each file should contain different claims than in previous files. It is recommended that EPSDT claims be tested if available. Vision claims should also be tested if you plan to submit them in production. In addition, if you intend to submit COB in production, you need to submit COB in test.

Files received before 2:30 p.m. will be processed on the day they are received. If they are received after 2:30 p.m. they will be processed with the next days test files.

The production cutoff time for processing is 5:30 p.m.

National Provider Identification (NPI) Testing Requirements

Required Forms for Direct Testing\Production Submission:

Nebraska Medicaid Trading Partner Agreement
Nebraska Medicaid Trading Partner Profile
Nebraska Medicaid Trading Partner Authorization

1.   Test files must have 20 to 25 claims per test file.
2.   Must submit at least 2 successful test files.
3.   If you submit claims for more than one provider, the file must contain claims for more than one provider but it does not need to contain a claim for every provider.
4.   Trading Partners currently in production, or currently testing, will not need to reenroll or sign a new TP agreement. New Trading Partners that have never enrolled will need to contact the EDI Helpdesk to complete the enrollment process and complete the TP agreement.
5.   All Trading Partners must contact the EDI Helpdesk before submitting a test file so that they can be set up for NPI testing.

This guide will walk you through setting up Windows XP to work with your Nebraska Medicaid FTP dial-up account. Please allow at least one hour for the setup and contact the Medicaid EDI Help Desk if you encounter any problems with the process.

Customer Support contact information	
Medicaid EDI Help Desk	866-498-4357 (Help)
E-mail	medicaid.edi@hhss.ne.gov

Use the following instructions to configure your workstation for dial-up network connection to Nebraska Medicaid FTP:

1. Click the **START** button.

   Select **Control Panel**.

   If you see the above layout, click **Network and Internet Connections**.

   If you do not see this layout, then skip to the "Classic" Control Panel Instructions.

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On the **Network and Internet Connections** menu, click **Set up or change your Internet connection**…

"Classic" Control Panel Instructions
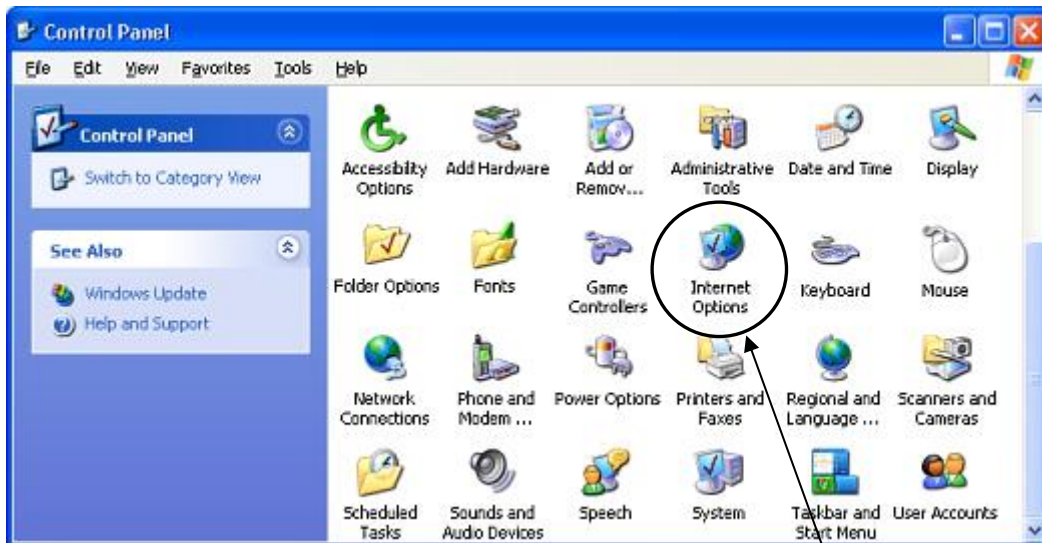
If you did not see the category view, then you should be seeing the "classic" view of the Control Panel. Double-click on **Internet Options**.

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2. Regardless of whether you used the XP layout or the "classic" layout, the following **Internet Properties** view is displayed.

   Select the **Connections** tab, and click **Setup**.
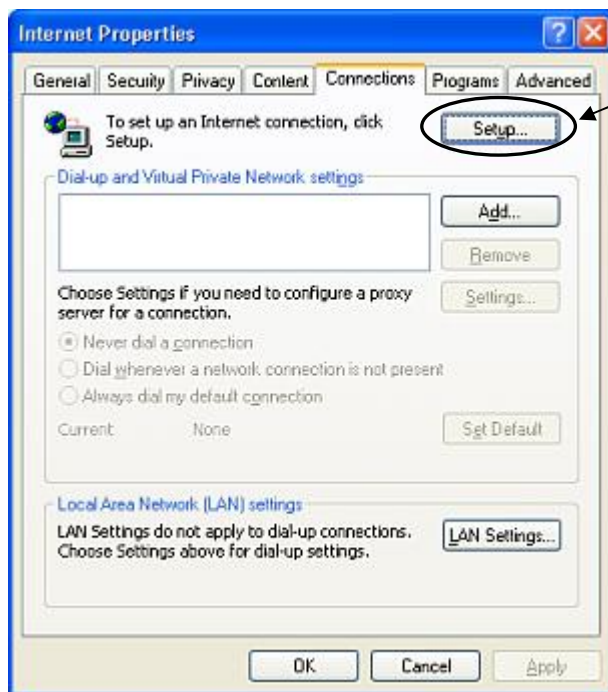
3. After you have clicked **Setup**, the **New Connection Wizard** will be displayed.

   Click **Next**.

4. Select **Connect to the Internet**, and click **Next**.

5. Select **Set up my connection manually**, and click **Next**.

6. Select **Connect using a dial-up modem**, and click **Next**.
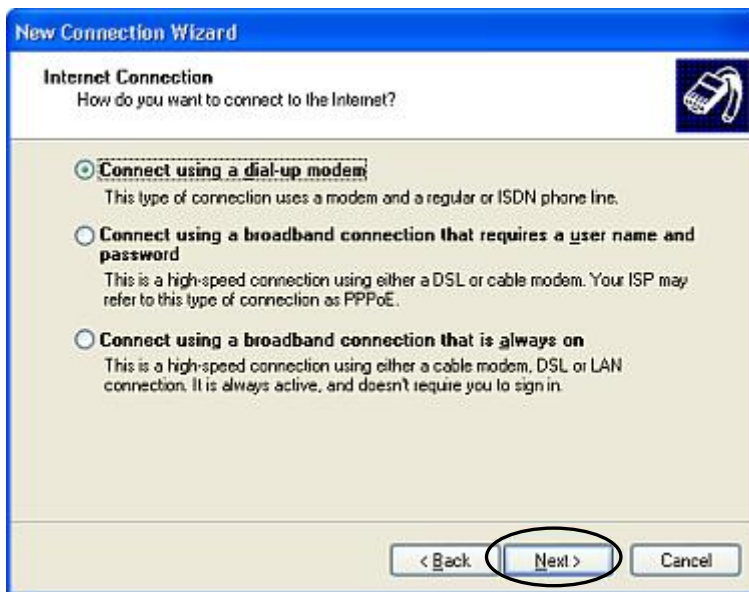
At this point, Windows will detect if a modem is installed. If more than one modem is installed, Windows allows you to select the modem. If a dial-up modem cannot be detected, then you will need to install a modem in order to connect to Nebraska Medicaid.

7. If you already have a modem installed, name your connection. For example, a typical name would be **NEBRASKA MEDICAID FTP**. Enter the name that you would like to use to refer to your connection in the **ISP Name** text box, and click **Next**.
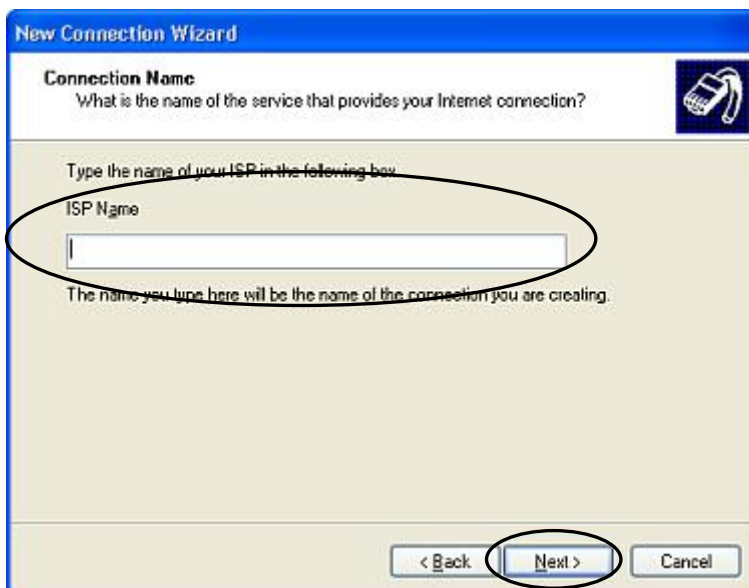
8. Enter the telephone number that your workstation will need to dial to connect to Nebraska Medicaid FTP in the **Phone number** text box. Use the following telephone number: **888-302-9746**. This is the HIPAA Test server number. The HIPAA Production server number is **888-648-4840.** (If you need to include "1" for access, add that to the telephone number.)

Click **Next**.

9. Microsoft Windows XP is the most multi-user friendly version of Windows yet. We recommend using multiple Windows XP accounts if more than one person is going to be using the same workstation. You can allow other Windows XP users to access your Nebraska Medicaid connection by selecting **Anyone's use**.

Click **Next**.

10. For the **User name**, enter the user name that you were assigned by the Medicaid EDI Help Desk. User names are assigned with the syntax "HIPAA\EDI<nine-digit number>". Keep in mind there are two IDs. There is an ID for test and an ID for production. Enter your test ID here.

Enter the password in the **Password** text box and again in **Confirm password**. The password is case sensitive. If you need to enter **MEDhip+** in order to gain access, then **MEDHIP+** will not work. Verify that caps lock is not enabled before entering the password (or that the number lock is enabled if your password contains numbers).

Click **Next**.

11. The New Connection Wizard is now complete. Click **Finish**.

Initiating Your First Dial-Up Network Connection

Upon initiating your first dial-up network connection, the following **Connect** pop-up box is displayed:

If you do not see the **Connect** pop-up, your workstation may be configured to connect automatically without prompting you for information.

You should hear your modem dial. If you do not hear telephone dialing tones, then you may have this option turned off. You should see a series of small **Connecting...** windows.
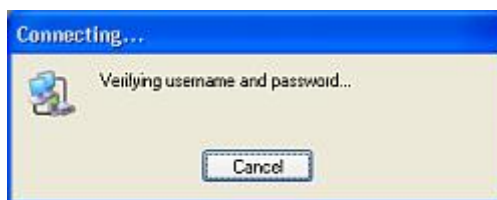
The status indicator next to the clock in the system tray will tell you that you are connected to Nebraska Medicaid.

If you do not see this icon, then the option to display your connection status may be turned off. You can check your connection statistics by right-clicking on this icon and selecting the appropriate menu item.

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If your Internet Options control panel is set to "Always dial my default connection" (on the Connection tab), then your workstation will automatically dial-up to Nebraska Medicaid to establish a connection using the connection settings that you have provided whenever an Internet application is used. If you attempt to use an Internet application (Web browser, e-mail client, etc), and you are not automatically establishing a dial-up connection, then you may want to verify your Internet Options control panel. You will not be able to access the Internet through the Nebraska Medicaid FTP server. You will only have access to your specific folder and its directories.

If Windows tells you that you are connected, and you did not see any error messages, you may now proceed with one of two supported options:

MS-DOS FTP   Appendix A
Internet Explorer FTP   Appendix B

Notes:

- It is the responsibility of the trading partner to delete the files that they have downloaded from their "OUT" folder. Failure to do this could result in the files being downloaded multiple times.

- Files will be available on the FTP site for 20 days. It is the trading partner's responsibility to download all of their files within this timeframe. All files that are older that 20 days will be deleted from their "OUT" mailbox.

This completes the instructions for Configuring Windows XP to Dial into Nebraska Medicaid FTP.

Configuring Windows 2000 to Dial into Nebraska Medicaid FTP

This guide will walk you through setting up Windows 2000 to work with your Nebraska Medicaid FTP dial-up account.

Please allow at least one hour for the setup and contact the Medicaid EDI Help Desk if you encounter any problems with the process.
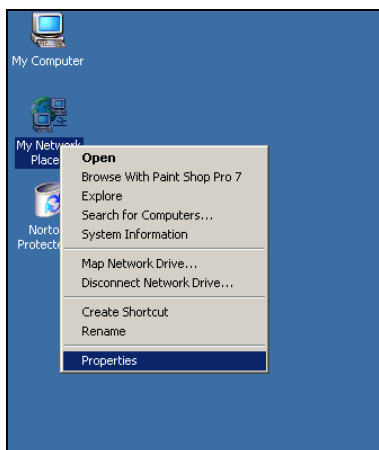
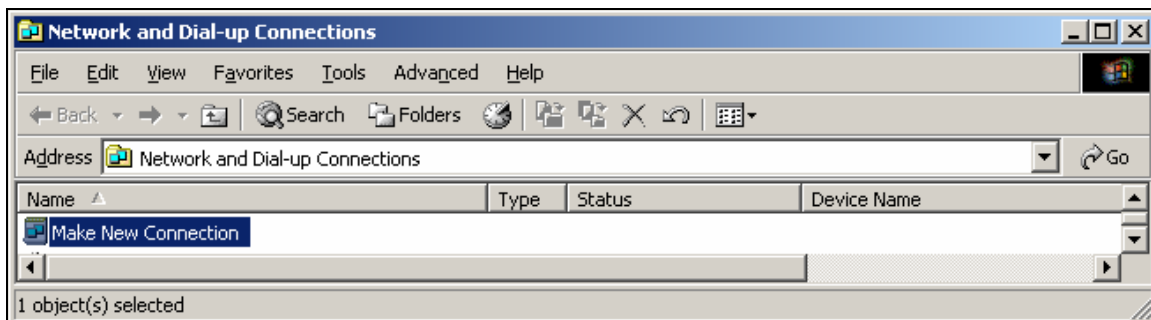| Customer Support contact information	
Medicaid EDI Help Desk	866-498-4357(Help)
E-mail	medicaid.edi@hhss.ne.gov

Use the following instructions to configure your workstation for dial-up network connection to Nebraska Medicaid FTP:

1. Right click on **My Network Places** and select **Properties**.

2. Double-click **Make New Connection**.

3. Click **Next**.
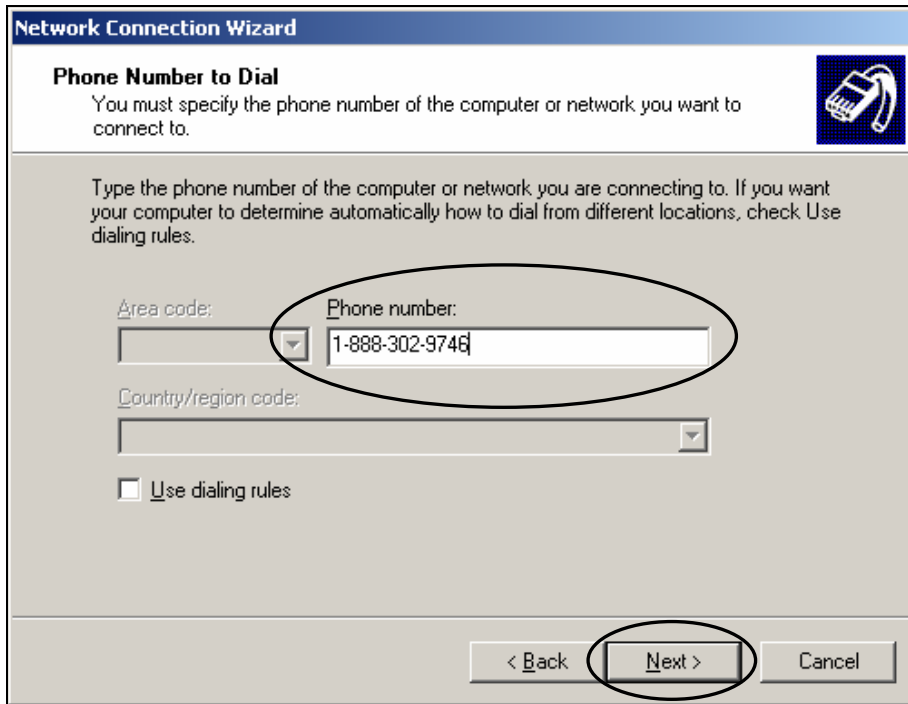
4. Select **Dial-up to private network**.
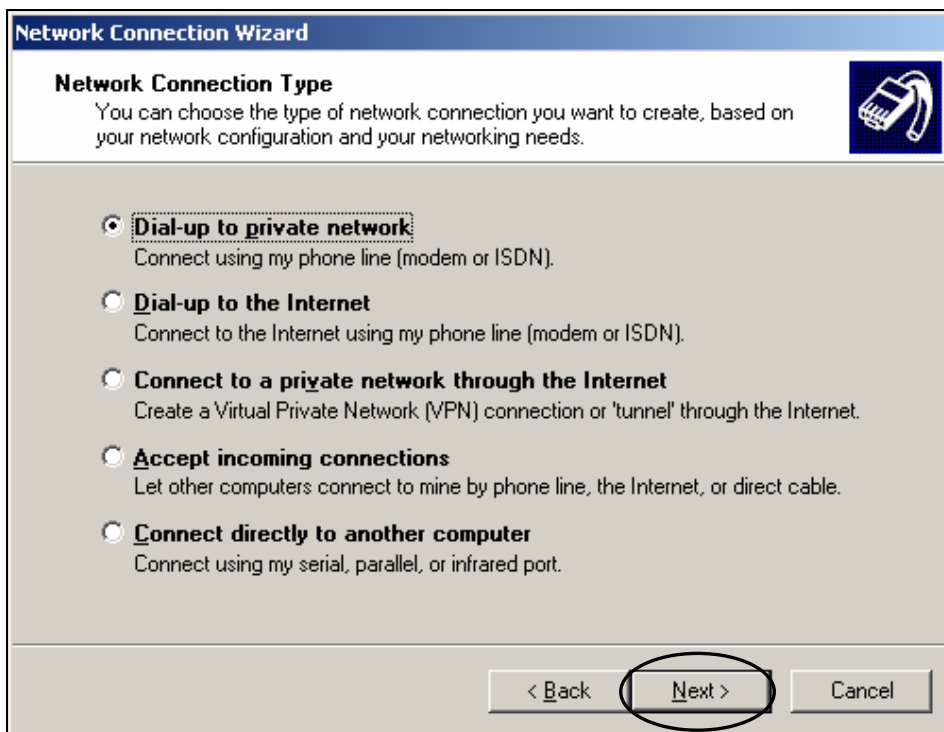
Click **Next**.
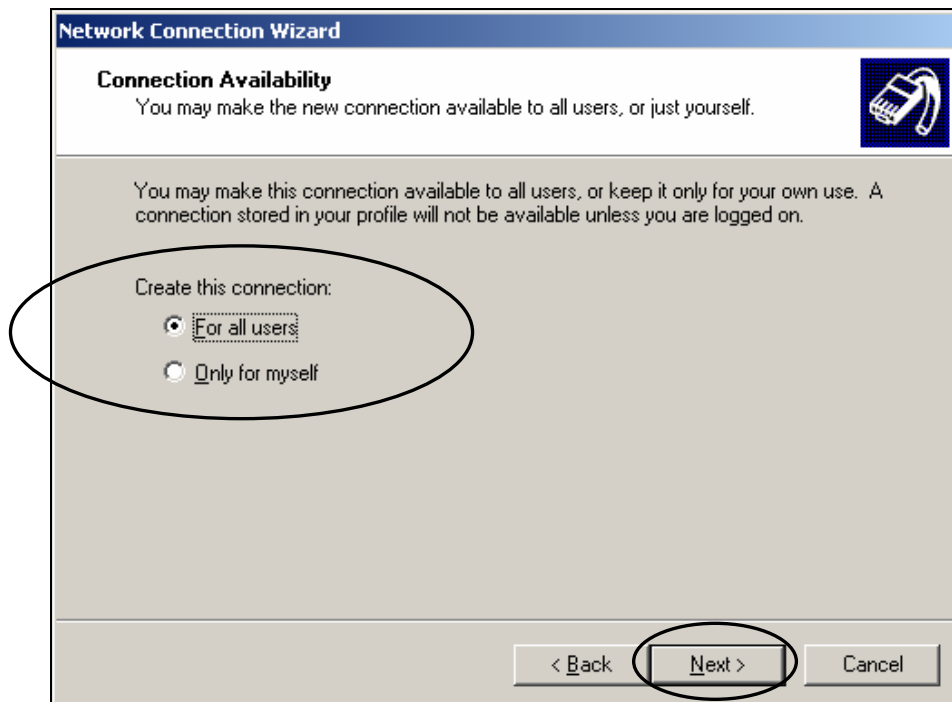
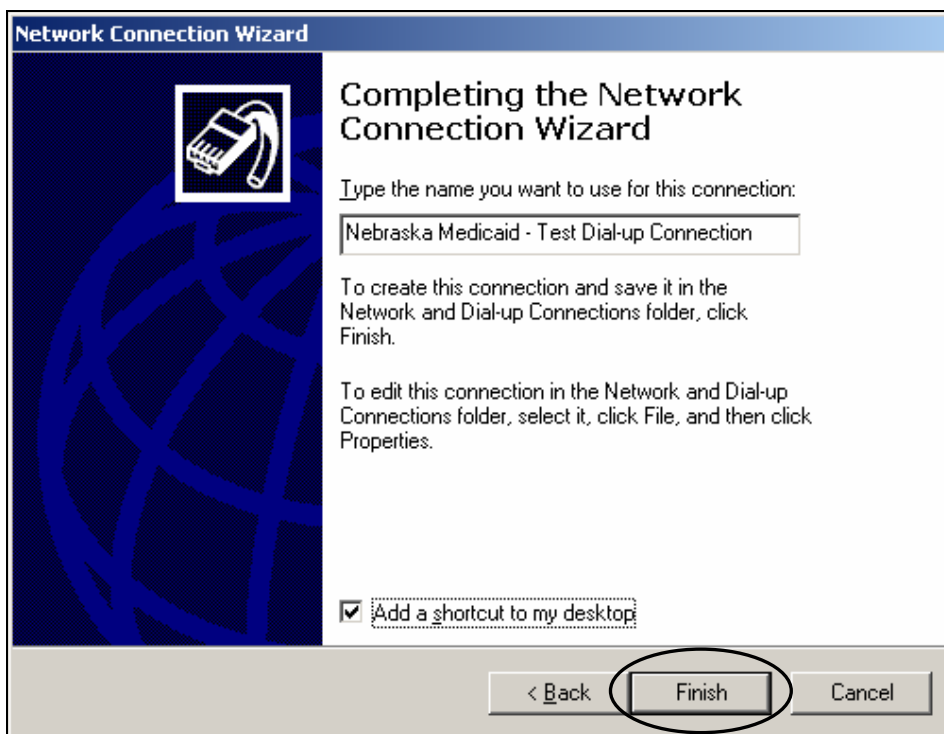5. Enter the **Phone number** (888-302-9746 for Test or 888-648-4840 for Production).

Click **Next**.

6. The **Connection Availability** option will be displayed. Make the necessary connection for your business.

Click **Next**.

7. Enter the name of the connection (identifying either Test or Production) and check the **Add a shortcut to my desktop** check box.


    Click **Finish**.

8. Enter your **User Name** and **Password** that was assigned by the Nebraska Medicaid EDI Help Desk.

    In the **User name** text box, enter the user name that you were assigned by the Medicaid EDI Help Desk. User names are assigned with the syntax "HIPAA\EDI<nine-digit number>". Keep in mind there are two IDs. There is an ID for test and an ID for production.

    In the **Password** text box, enter the password that was assigned by the Medicaid EDI Help Desk. The password is case sensitive. If you need to type **MEDhip+** in order to gain access, then **MEDHIP+** will not work. Please verify that caps-lock is not enabled (or verify that the num-lock is enabled if your password contains numbers). Your password will be initially assigned by the Medicaid EDI Help Desk. You will have the ability to change it.
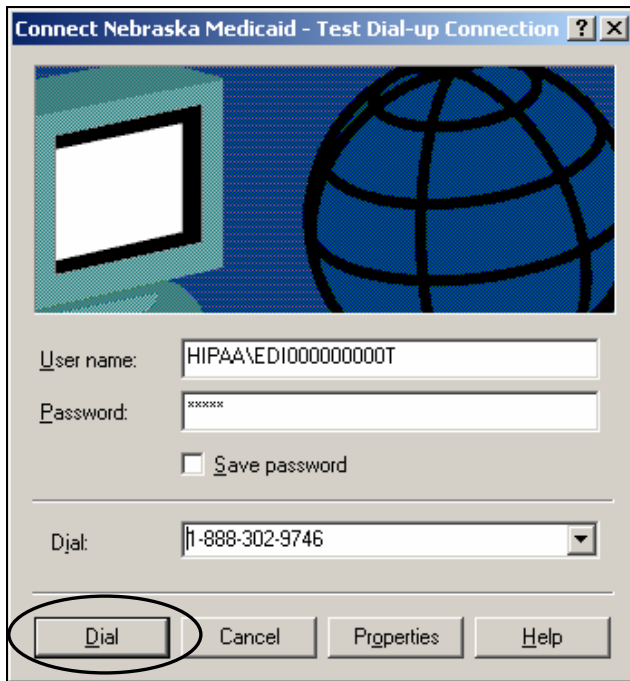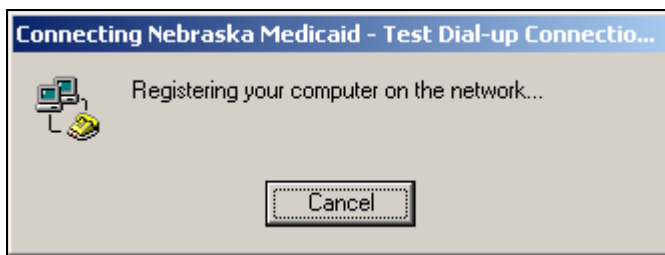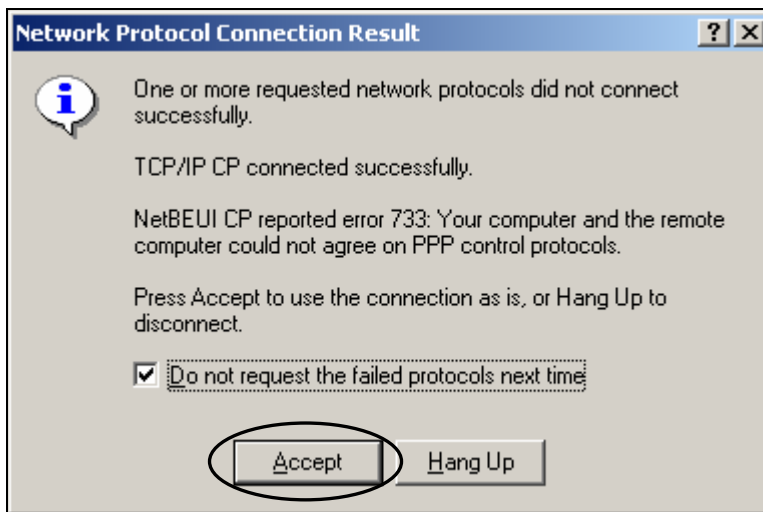
Click **Dial**.

Initiating Your First Internet Connection

Upon initiating your first Internet connection, a series of **Connecting...** windows will be displayed:
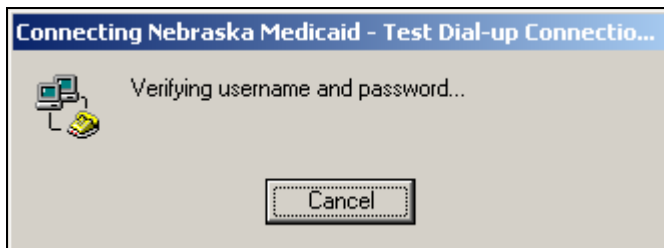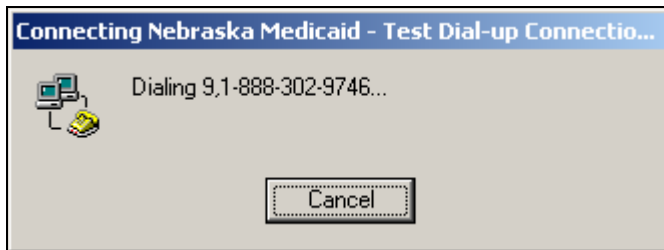
After the third Connecting window is displayed, the following Network Protocol Connection Result window may or may not be displayed:

If the window is displayed, click the **Do not request the failed protocols next time** check box. Click **Accept**.

9. You should see a message that you made a connection in your system tray:
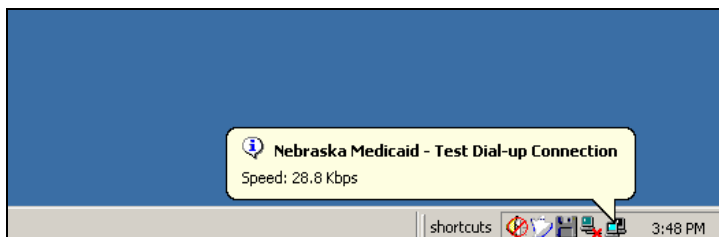
Now you can launch your FTP software to connect to the Nebraska Medicaid FTP site, or Internet Explorer.

If your Internet Options control panel is set to "Always dial my default connection" (on the Connection tab), then your workstation will automatically dial-up to Nebraska Medicaid to establish a connection using the connection settings that you have provided whenever an Internet application is used. If you attempt to use an Internet application (Web browser, e-mail client, etc), and you are not automatically establishing a dial-up connection, then you may want to verify your Internet Options control panel. You will not be able to access the Internet through the Nebraska Medicaid FTP server. You will only have access to your specific folder and its directories.

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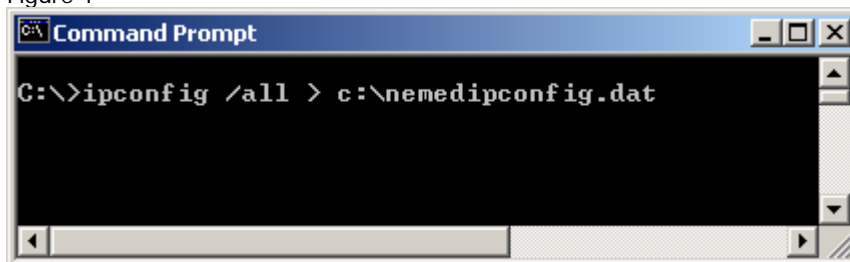
Troubleshooting

If you are having trouble with the Nebraska Medicaid dial-up connection, try using the following suggestions:

- Make sure that the **User name** that you are using is prefixed with "**HIPAA**". For example, "HIPAA\EDI<nine-digit number>"

- If you have a firewall, review the firewall configuration and make sure that it is not blocking communication with "HIPDC01" and "HIPDC02".

- Disable "Use default gateway on remote network" on the dial-up connection. This is located in the Internet Protocol (TCP/IP) Properties. Also, you can review Microsoft Knowledge Base Article 254231, <u>Change in Remote Access Route Behavior with Windows 2000</u>. This article is located at:

  http://support.microsoft.com/default.aspx?scid=kb%3Ben-us%3B254231

- Although we do not support 3rd party FTP software, those that do have brought to our attention that "Passive Mode" must be turned off. It is still our recommendation that you use Internet Explorer or MS-DOS FTP.

If you are still having connection problems after trying the above troubleshooting techniques, please send the following information to the EDI Help Desk at: medicaid.edi@hhss.ne.gov

- The Operating System you are using.
- The Internet Explorer version you are using.
- Screen prints of each log-on screen. (Use Print Screen)
- Document containing IP configurations for the PC/Server connecting to Nebraska Medicaid. See Figure 1 for syntax.
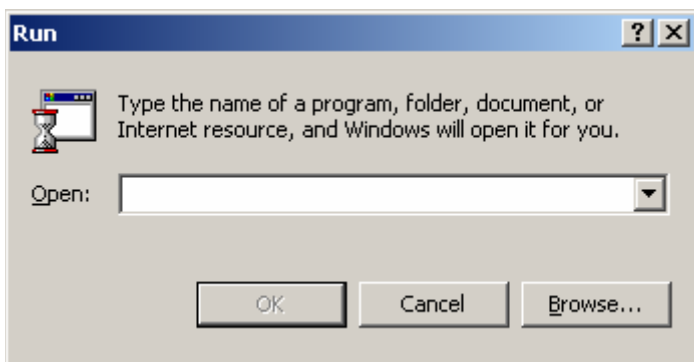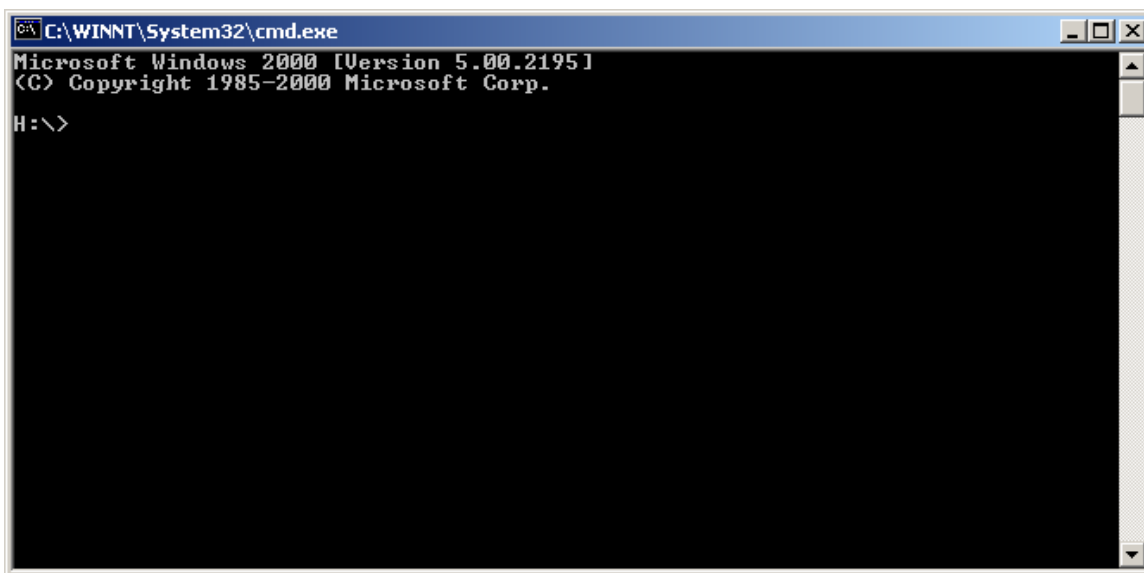
Figure 1


```
C:\>ipconfig /all > c:\nemedipconfig.dat
```

This information will assist the EDI Help Desk in troubleshooting the problem.

1)   Launch the MS-DOS window by clicking on **Start** button and click on "Run". The following window should be displayed:
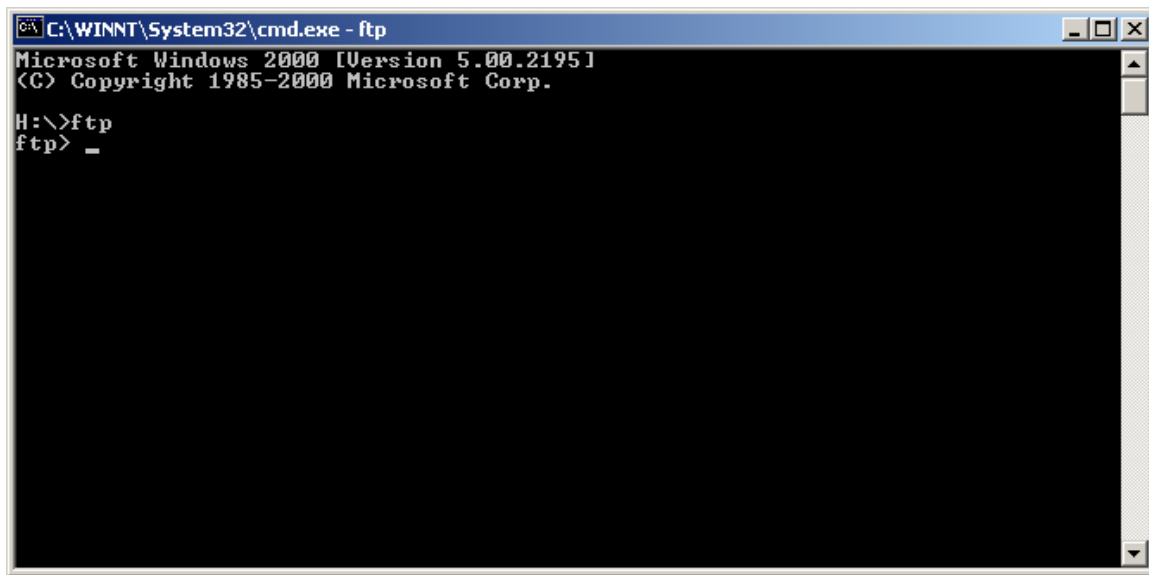

2)   Enter "CMD" and press Enter and the following MS-DOS window should be displayed:

If you are **sending** files to Nebraska Medicaid, proceed to Step 3. If you are **receiving** files from Nebraska Medicaid, proceed to Step 13.

3) Enter "FTP" and press Enter, and the following should be displayed:

```
C:\WINNT\System32\cmd.exe - ftp                                    _ □ ×
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

H:\>ftp
ftp> _
```
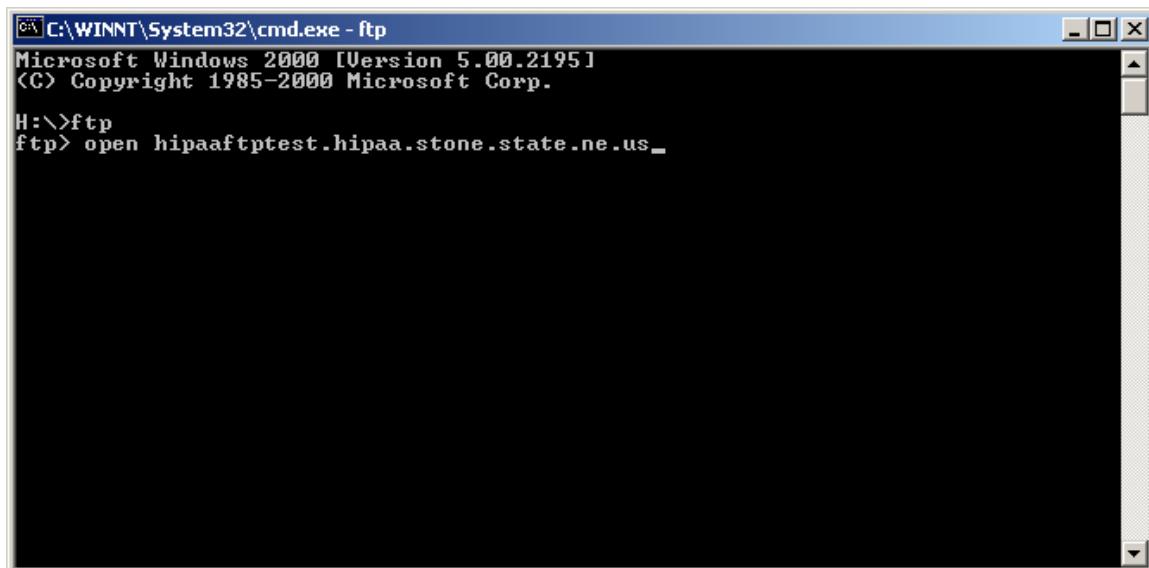
The command prompt should have changed to "FTP>".

4) Enter the following command: "**open hipaaftptest.hipaa.stone.state.ne.us**"

Note: If you are connecting to production then the command will be:

"**open hipaaftp.hipaa.stone.state.ne.us**"
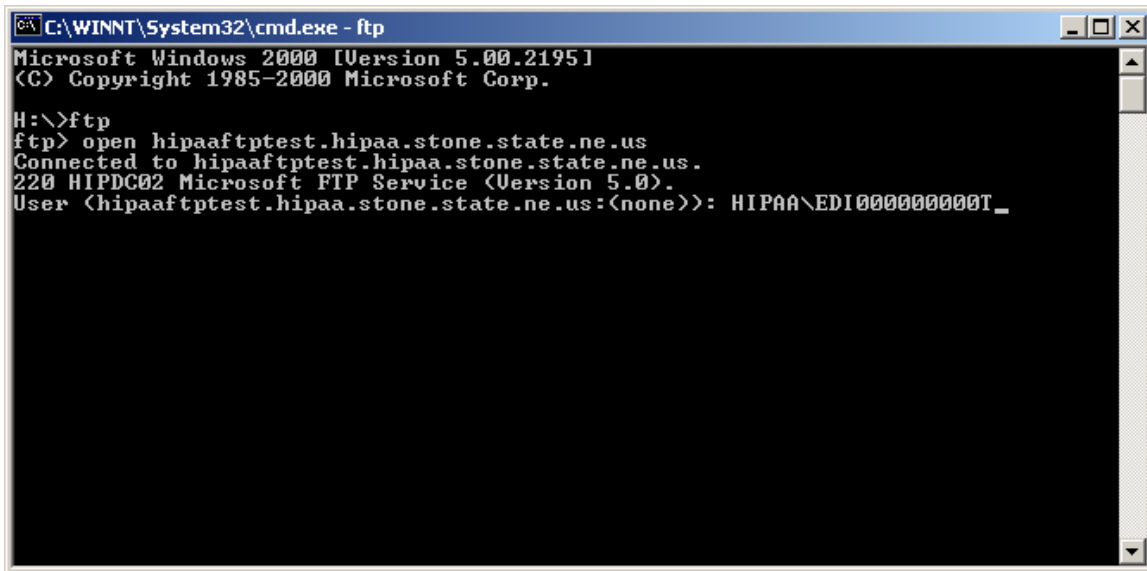
```
C:\WINNT\System32\cmd.exe - ftp                                    _ □ ×
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

H:\>ftp
ftp> open hipaaftptest.hipaa.stone.state.ne.us_
```

Press Enter.

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5) Enter your ID, which must be prefixed by HIPAA\. Press Enter.
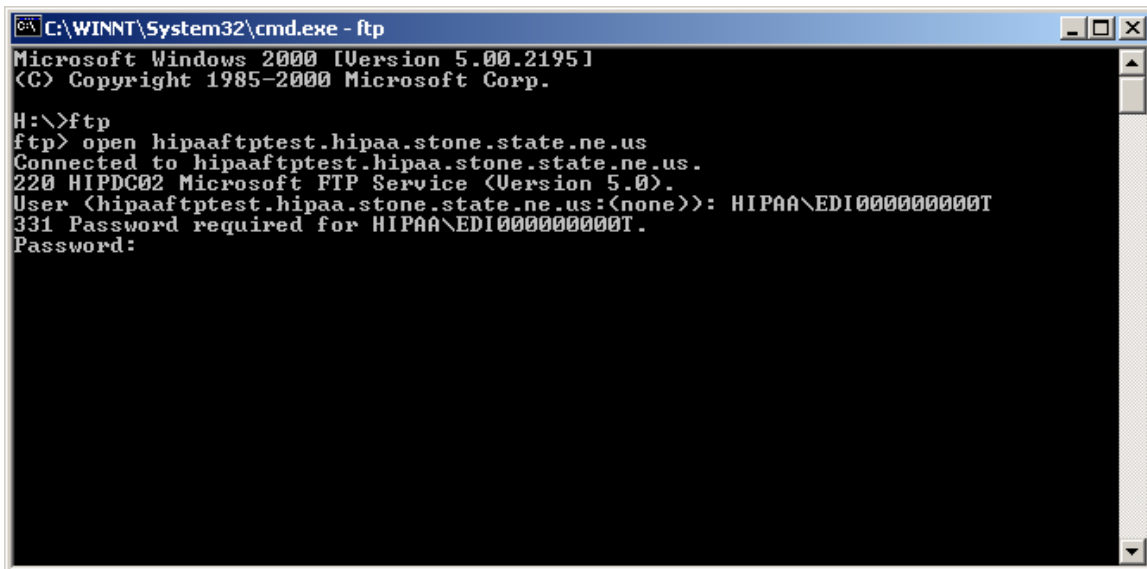
Note: If you are connecting to production then your ID must end with a "P" and not the "T" depicted below.

6) The next prompt will be for your password. Note: For security reasons, you will not see the cursor move as you enter the password.

After entering your password, the following should be displayed:
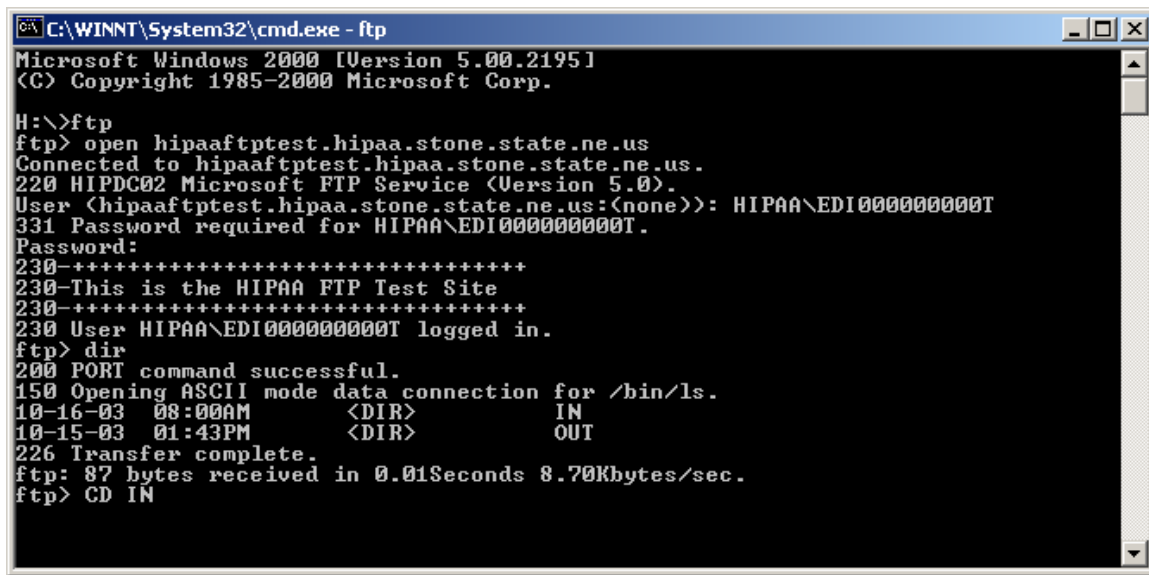
7)   Enter the FTP command "DIR" to view your "IN" and "OUT" folders, and press Enter.

8) To access your "IN" folder, use the command "CD IN" and press Enter:


```
C:\WINNT\System32\cmd.exe - ftp

Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

H:\>ftp
ftp> open hipaaftptest.hipaa.stone.state.ne.us
Connected to hipaaftptest.hipaa.stone.state.ne.us.
220 HIPDC02 Microsoft FTP Service (Version 5.0).
User (hipaaftptest.hipaa.stone.state.ne.us:(none)): HIPAA\EDI000000000T
331 Password required for HIPAA\EDI000000000T.
Password:
230-+++++++++++++++++++++++++++++++
230-This is the HIPAA FTP Test Site
230-+++++++++++++++++++++++++++++++
230 User HIPAA\EDI000000000T logged in.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:00AM       <DIR>          IN
10-15-03  01:43PM       <DIR>          OUT
226 Transfer complete.
ftp: 87 bytes received in 0.01Seconds 8.70Kbytes/sec.
ftp> CD IN
```
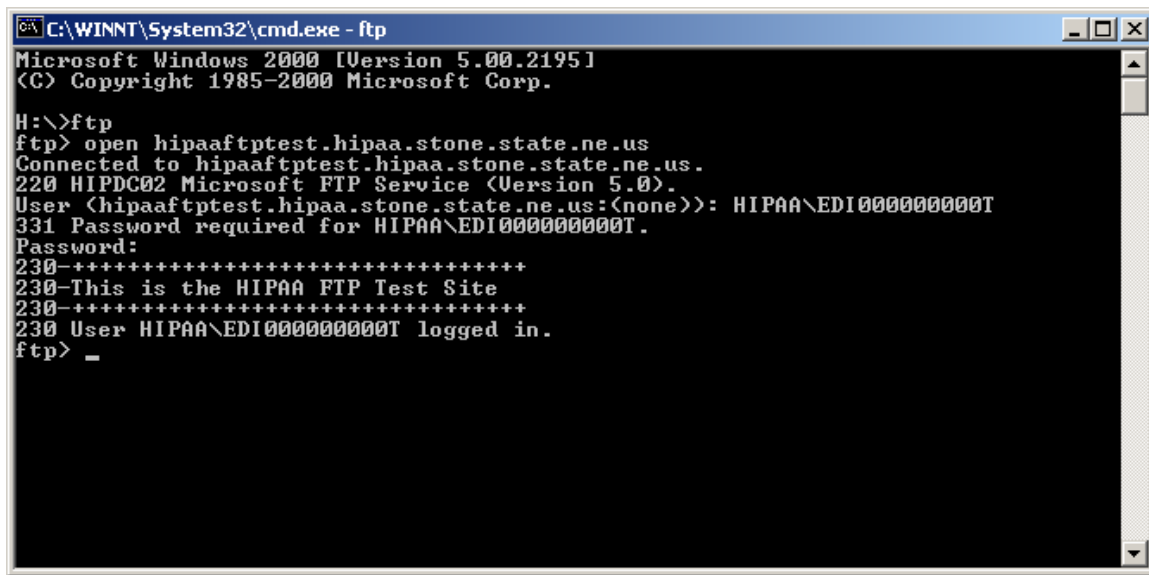
9) Enter the command "MPUT", followed by the location of the file you are sending. Using the MPUT command allows you to send a specific file or multiple files. To send multiple files you must use wildcards. Refer to an FTP or MS-DOS manual for more information on wildcards.
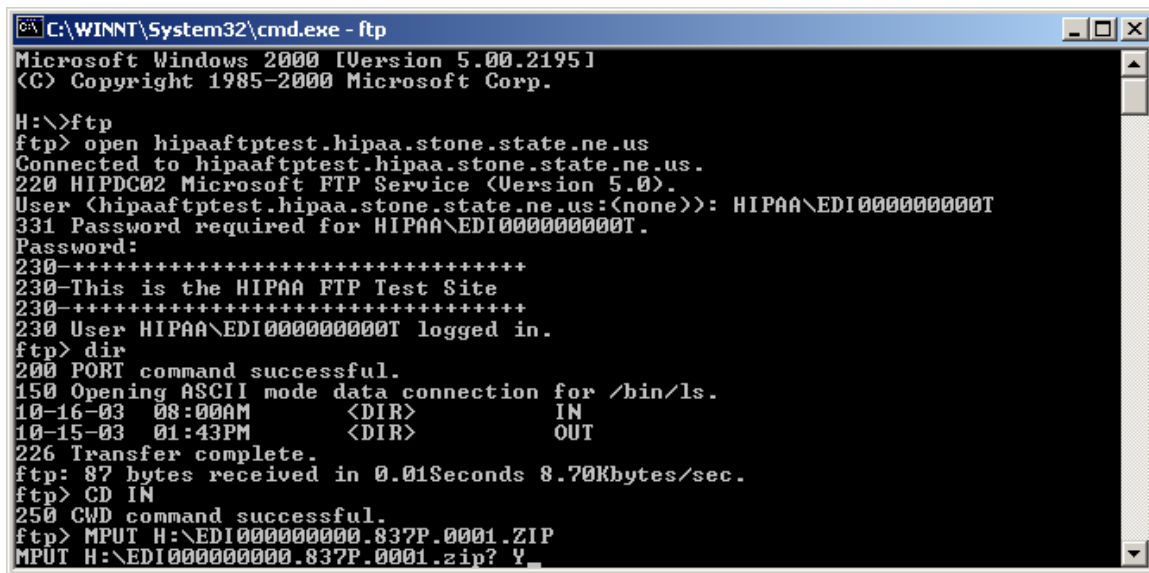
The example below is used to copy the file H:\EDI000000000.837P.0001.ZIP to the "IN" folder.


```
C:\WINNT\System32\cmd.exe - ftp

Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

H:\>ftp
ftp> open hipaaftptest.hipaa.stone.state.ne.us
Connected to hipaaftptest.hipaa.stone.state.ne.us.
220 HIPDC02 Microsoft FTP Service (Version 5.0).
User (hipaaftptest.hipaa.stone.state.ne.us:(none)): HIPAA\EDI000000000T
331 Password required for HIPAA\EDI000000000T.
Password:
230-+++++++++++++++++++++++++++++++
230-This is the HIPAA FTP Test Site
230-+++++++++++++++++++++++++++++++
230 User HIPAA\EDI000000000T logged in.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:00AM       <DIR>          IN
10-15-03  01:43PM       <DIR>          OUT
226 Transfer complete.
ftp: 87 bytes received in 0.01Seconds 8.70Kbytes/sec.
ftp> CD IN
250 CWD command successful.
ftp> MPUT H:\EDI000000000.837P.0001.ZIP
```
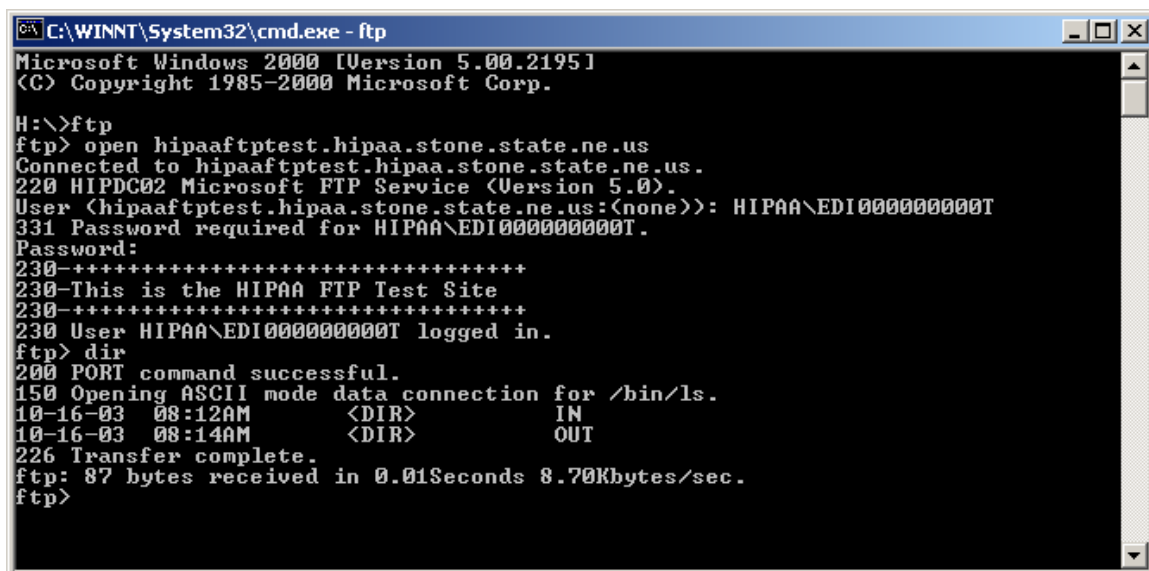
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10) The "MPUT" command will prompt you to confirm that you want to upload the file that you have specified. Enter "Y" and press Enter.
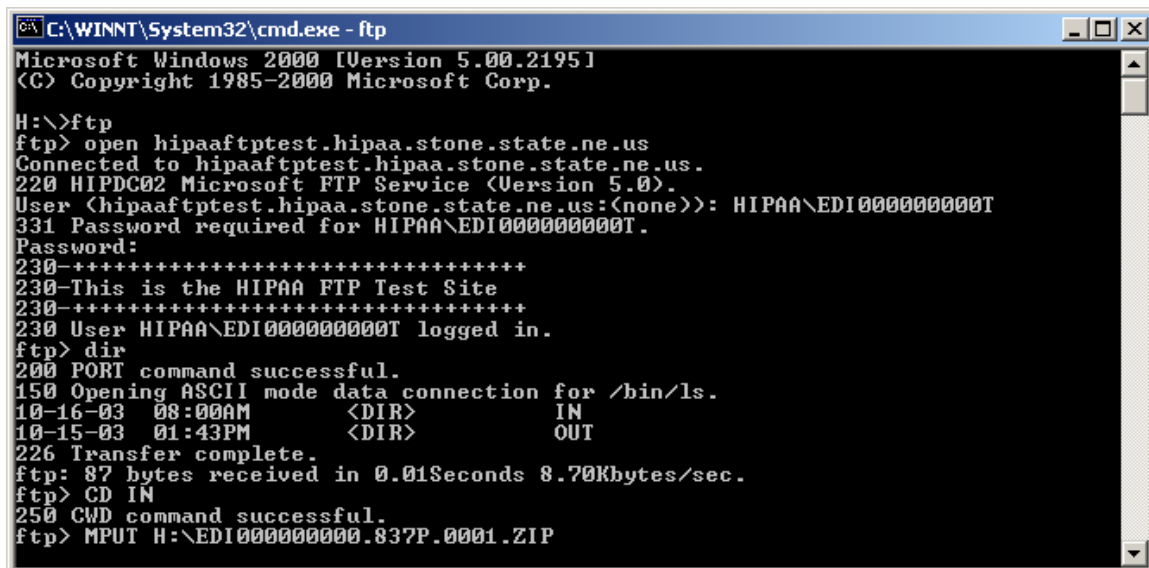
```
C:\WINNT\System32\cmd.exe - ftp
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

H:\>ftp
ftp> open hipaaftptest.hipaa.stone.state.ne.us
Connected to hipaaftptest.hipaa.stone.state.ne.us.
220 HIPDC02 Microsoft FTP Service (Version 5.0).
User (hipaaftptest.hipaa.stone.state.ne.us:(none)): HIPAA\EDI000000000T
331 Password required for HIPAA\EDI000000000T.
Password:
230-+++++++++++++++++++++++++++++++++
230-This is the HIPAA FTP Test Site
230-+++++++++++++++++++++++++++++++++
230 User HIPAA\EDI000000000T logged in.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:00AM       <DIR>          IN
10-15-03  01:43PM       <DIR>          OUT
226 Transfer complete.
ftp: 87 bytes received in 0.01Seconds 8.70Kbytes/sec.
ftp> CD IN
250 CWD command successful.
ftp> MPUT H:\EDI000000000.837P.0001.ZIP
MPUT H:\EDI000000000.837P.0001.zip? Y_
```
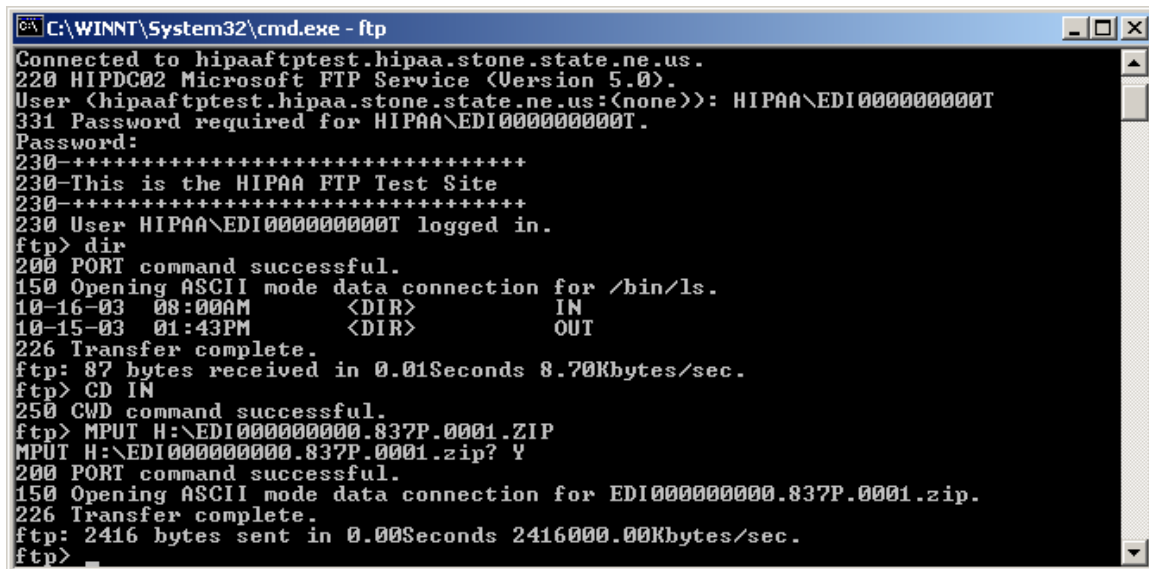
Once you press Enter the file will begin to upload. When it is complete, you should see a message that indicates the transfer was complete.

```
C:\WINNT\System32\cmd.exe - ftp
Connected to hipaaftptest.hipaa.stone.state.ne.us.
220 HIPDC02 Microsoft FTP Service (Version 5.0).
User (hipaaftptest.hipaa.stone.state.ne.us:(none)): HIPAA\EDI000000000T
331 Password required for HIPAA\EDI000000000T.
Password:
230-+++++++++++++++++++++++++++++++++
230-This is the HIPAA FTP Test Site
230-+++++++++++++++++++++++++++++++++
230 User HIPAA\EDI000000000T logged in.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:00AM       <DIR>          IN
10-15-03  01:43PM       <DIR>          OUT
226 Transfer complete.
ftp: 87 bytes received in 0.01Seconds 8.70Kbytes/sec.
ftp> CD IN
250 CWD command successful.
ftp> MPUT H:\EDI000000000.837P.0001.ZIP
MPUT H:\EDI000000000.837P.0001.zip? Y
200 PORT command successful.
150 Opening ASCII mode data connection for EDI000000000.837P.0001.zip.
226 Transfer complete.
ftp: 2416 bytes sent in 0.00Seconds 2416000.00Kbytes/sec.
ftp> _
```

11) After the transfer is complete, enter the "DIR" command to verify that your file uploaded. Below is an example:

```
C:\WINNT\System32\cmd.exe - ftp                                              _ □ ×
230-This is the HIPAA FTP Test Site
230-++++++++++++++++++++++++++++++++++
230 User HIPAA\EDI000000000T logged in.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:00AM       <DIR>          IN
10-15-03  01:43PM       <DIR>          OUT
226 Transfer complete.
ftp: 87 bytes received in 0.01Seconds 8.70Kbytes/sec.
ftp> CD IN
250 CWD command successful.
ftp> MPUT H:\EDI000000000.837P.0001.ZIP
MPUT H:\EDI000000000.837P.0001.zip? Y
200 PORT command successful.
150 Opening ASCII mode data connection for EDI000000000.837P.0001.zip.
226 Transfer complete.
ftp: 2416 bytes sent in 0.00Seconds 2416000.00Kbytes/sec.
ftp> DIR
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:10AM                2416 EDI000000000.837P.0001.zip
226 Transfer complete.
ftp: 67 bytes received in 0.01Seconds 6.09Kbytes/sec.
ftp> _
```
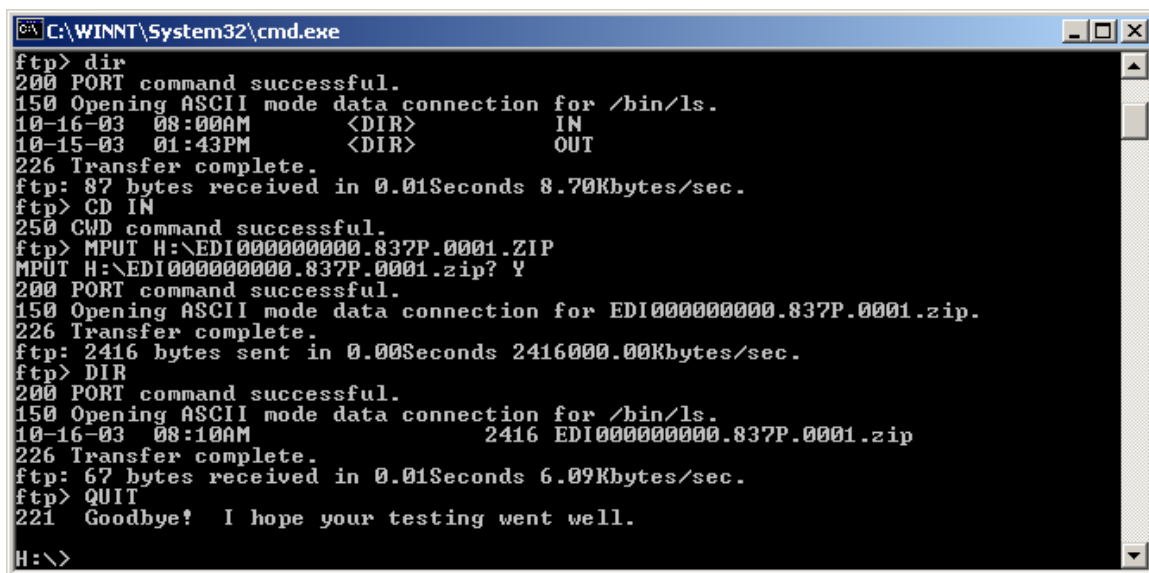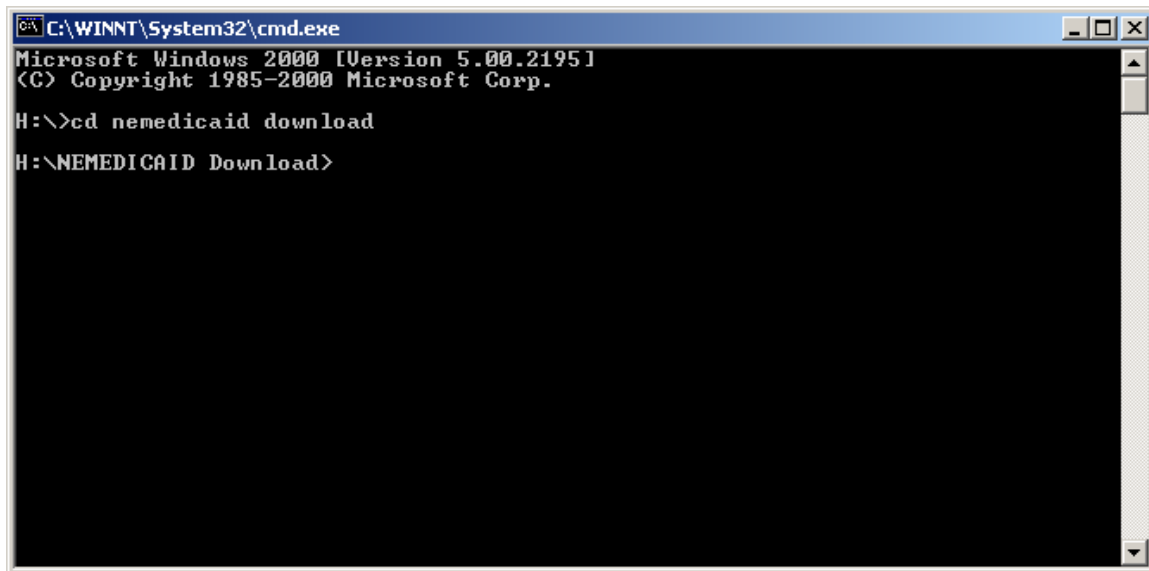
12) After all of your files have been transferred to your "IN" box, you need to issue the "QUIT" command to terminate FTP. After entering QUIT and pressing Enter, you will receive a Goodbye message and be returned to the MS-DOS prompt that you started at in Step 2. To close the MS-DOS window, enter "Exit" and press Enter.

```
C:\WINNT\System32\cmd.exe                                                    _ □ ×
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:00AM       <DIR>          IN
10-15-03  01:43PM       <DIR>          OUT
226 Transfer complete.
ftp: 87 bytes received in 0.01Seconds 8.70Kbytes/sec.
ftp> CD IN
250 CWD command successful.
ftp> MPUT H:\EDI000000000.837P.0001.ZIP
MPUT H:\EDI000000000.837P.0001.zip? Y
200 PORT command successful.
150 Opening ASCII mode data connection for EDI000000000.837P.0001.zip.
226 Transfer complete.
ftp: 2416 bytes sent in 0.00Seconds 2416000.00Kbytes/sec.
ftp> DIR
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:10AM                2416 EDI000000000.837P.0001.zip
226 Transfer complete.
ftp: 67 bytes received in 0.01Seconds 6.09Kbytes/sec.
ftp> QUIT
221  Goodbye!  I hope your testing went well.

H:\>
```

Note: The steps and examples to follow will use a folder named "NEMEDICAID Download". This is not required, but is suggested to ensure proper management of files downloaded from Nebraska Medicaid. The "H:" drive is not a requirement. This can be "C:" or "D:" or any drive you want it to be.
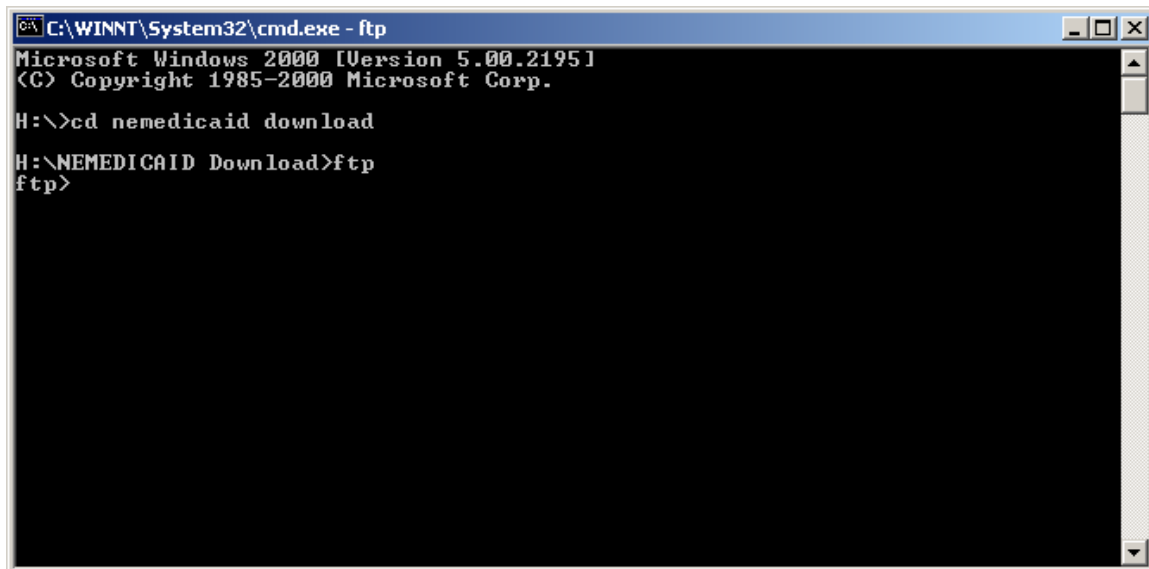
13) To ensure that the files you download go to the intended folder, you must first change the directory to that folder. Below is an example of how to get to the "NEMEDICAID Download" folder.

14) Enter "FTP" and press Enter, and the following should be displayed:

The command prompt should have changed to "FTP>".

15) Enter the following command: "**open hipaaftptest.hipaa.stone.state.ne.us**"

Note: If you are connecting to production the command will be:
"**open hipaaftp.hipaa.stone.state.ne.us**"

Press Enter.

16) Enter your ID, which must be prefixed by HIPAA\. Press Enter.

Note: If you are connecting to production, your ID must end with "P" and not "T" as depicted below.

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17) The next prompt will be for your password. <u>Note</u>: For security reasons, you will
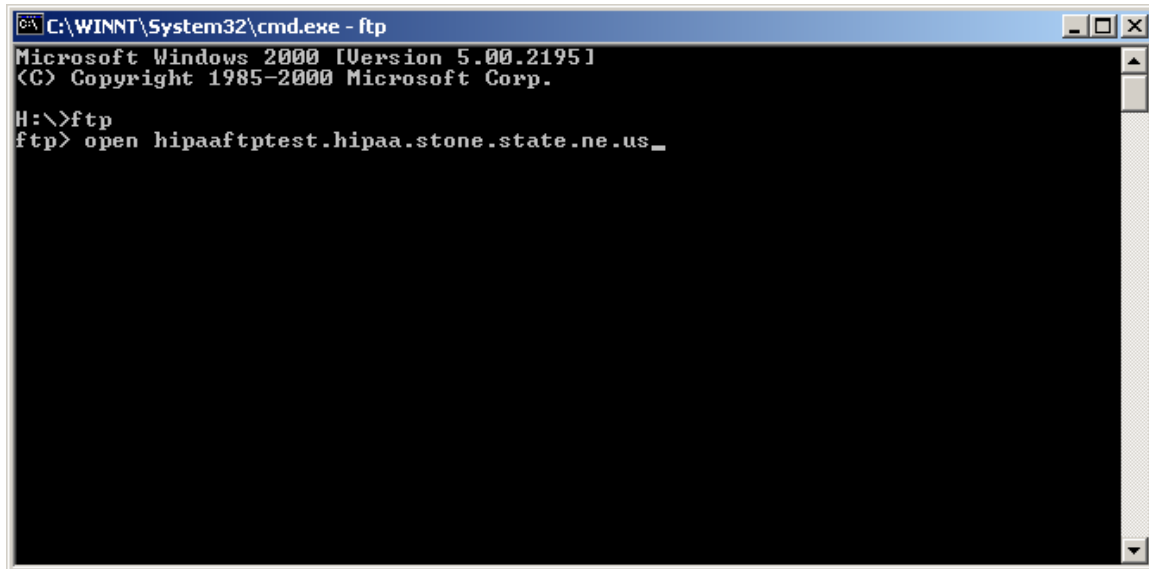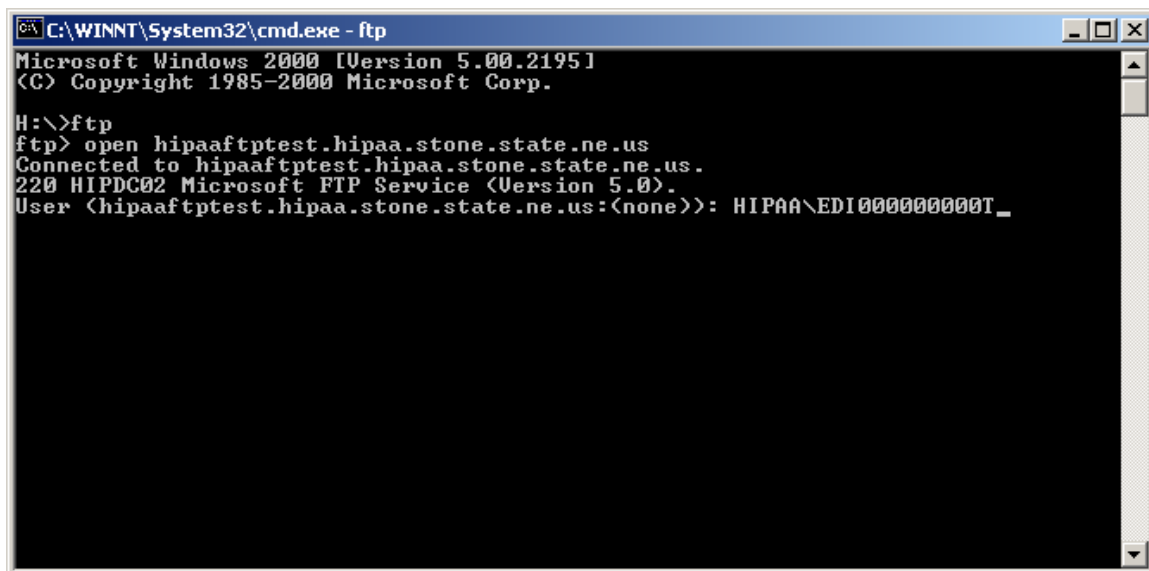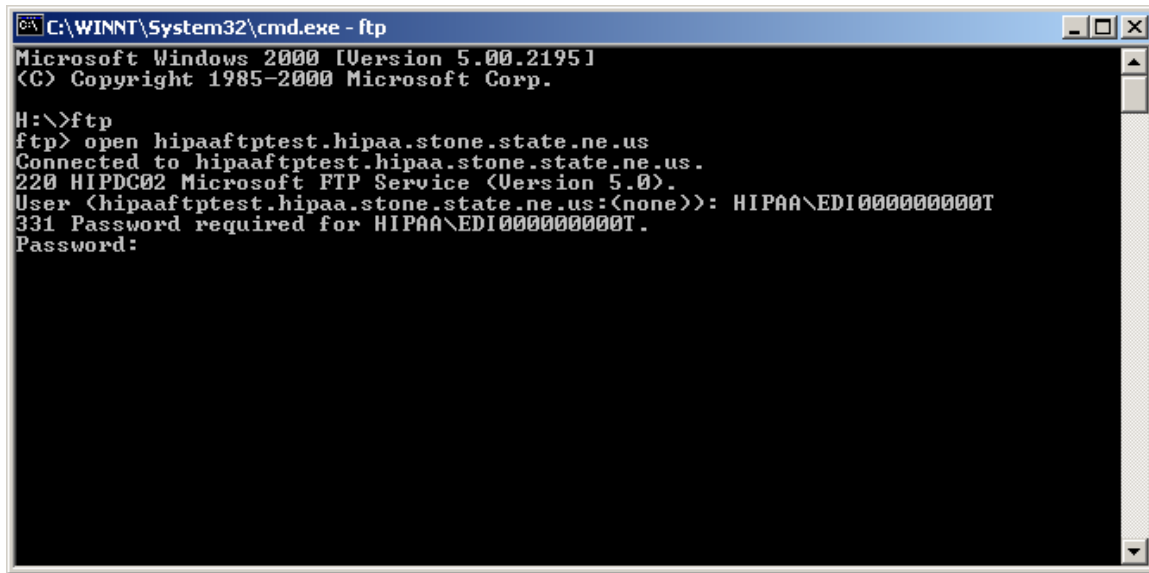not see the cursor move as you enter the password.

```
C:\WINNT\System32\cmd.exe - ftp                                        _ □ ×
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

H:\>ftp
ftp> open hipaaftptest.hipaa.stone.state.ne.us
Connected to hipaaftptest.hipaa.stone.state.ne.us.
220 HIPDC02 Microsoft FTP Service (Version 5.0).
User (hipaaftptest.hipaa.stone.state.ne.us:(none)): HIPAA\EDI000000000T
331 Password required for HIPAA\EDI000000000T.
Password:
```

After entering your password, you should see the following:

```
C:\WINNT\System32\cmd.exe - ftp                                        _ □ ×
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

H:\>ftp
ftp> open hipaaftptest.hipaa.stone.state.ne.us
Connected to hipaaftptest.hipaa.stone.state.ne.us.
220 HIPDC02 Microsoft FTP Service (Version 5.0).
User (hipaaftptest.hipaa.stone.state.ne.us:(none)): HIPAA\EDI000000000T
331 Password required for HIPAA\EDI000000000T.
Password:
230-+++++++++++++++++++++++++++++++++
230-This is the HIPAA FTP Test Site
230-+++++++++++++++++++++++++++++++++
230 User HIPAA\EDI000000000T logged in.
ftp> _
```

18) Enter the command "DIR" to see your "IN" and "OUT" folders. Press Enter.

```
C:\WINNT\System32\cmd.exe - ftp                                          _ □ ×
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

H:\>ftp
ftp> open hipaaftptest.hipaa.stone.state.ne.us
Connected to hipaaftptest.hipaa.stone.state.ne.us.
220 HIPDC02 Microsoft FTP Service (Version 5.0).
User (hipaaftptest.hipaa.stone.state.ne.us:(none)): HIPAA\EDI000000000T
331 Password required for HIPAA\EDI000000000T.
Password:
230-++++++++++++++++++++++++++++++++
230-This is the HIPAA FTP Test Site
230-++++++++++++++++++++++++++++++++
230 User HIPAA\EDI000000000T logged in.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:12AM       <DIR>           IN
10-16-03  08:14AM       <DIR>           OUT
226 Transfer complete.
ftp: 87 bytes received in 0.01Seconds 8.70Kbytes/sec.
ftp>
```
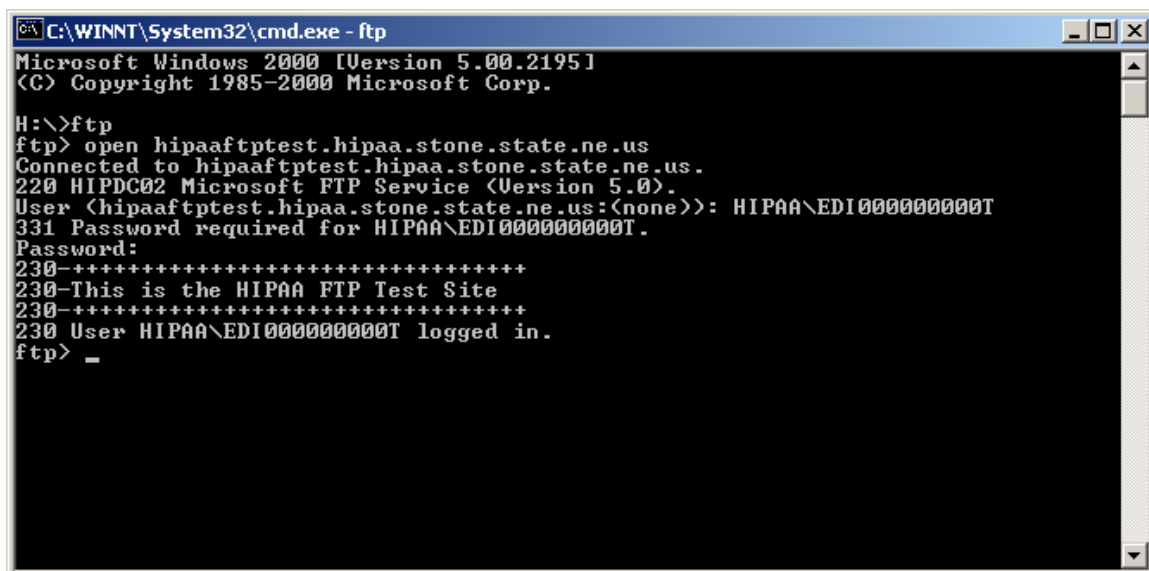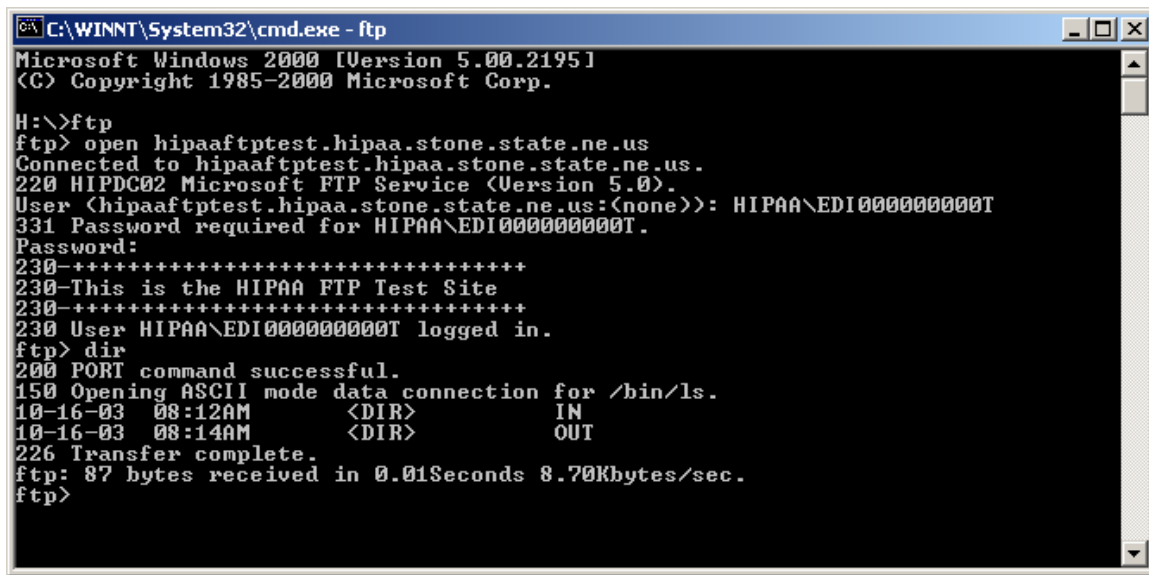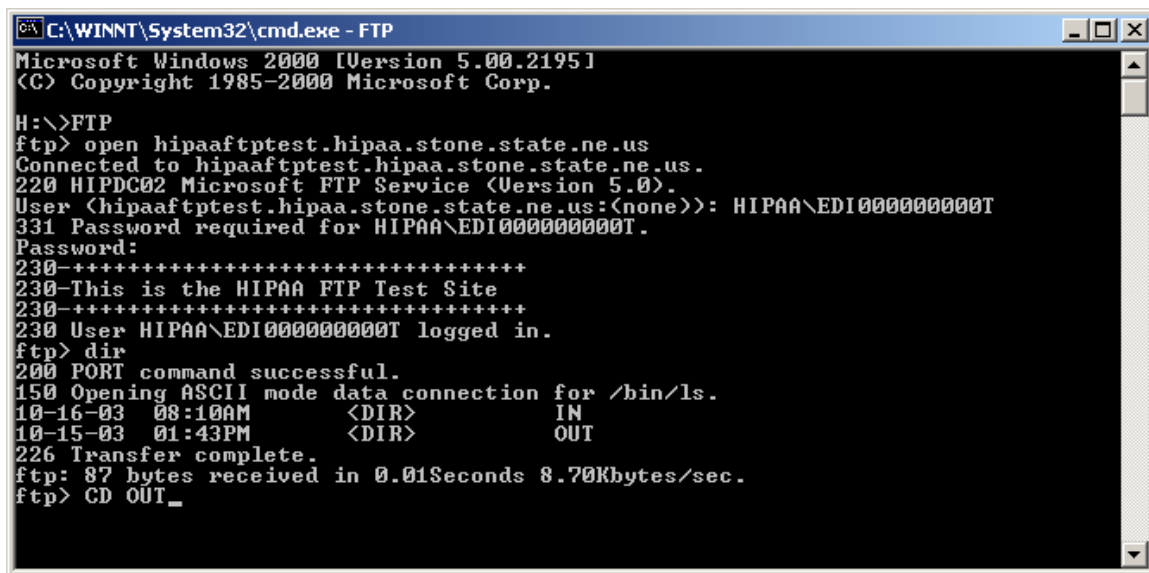
19) To access your "OUT" folder, enter the command "CD OUT" and press Enter:

```
C:\WINNT\System32\cmd.exe - FTP                                          _ □ ×
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

H:\>FTP
ftp> open hipaaftptest.hipaa.stone.state.ne.us
Connected to hipaaftptest.hipaa.stone.state.ne.us.
220 HIPDC02 Microsoft FTP Service (Version 5.0).
User (hipaaftptest.hipaa.stone.state.ne.us:(none)): HIPAA\EDI000000000T
331 Password required for HIPAA\EDI000000000T.
Password:
230-++++++++++++++++++++++++++++++++
230-This is the HIPAA FTP Test Site
230-++++++++++++++++++++++++++++++++
230 User HIPAA\EDI000000000T logged in.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:10AM       <DIR>           IN
10-15-03  01:43PM       <DIR>           OUT
226 Transfer complete.
ftp: 87 bytes received in 0.01Seconds 8.70Kbytes/sec.
ftp> CD OUT_
```
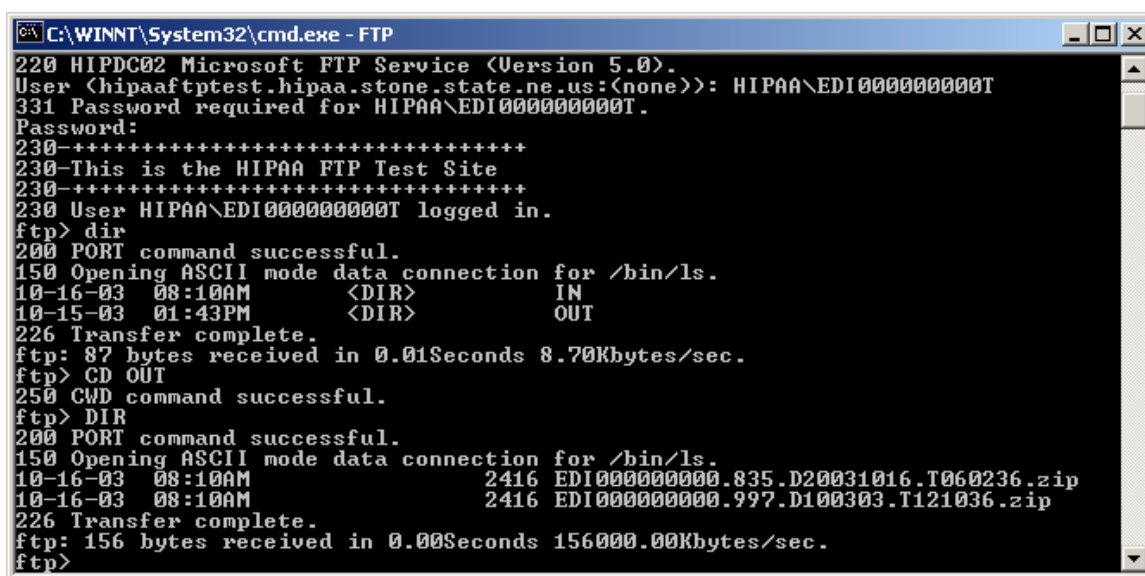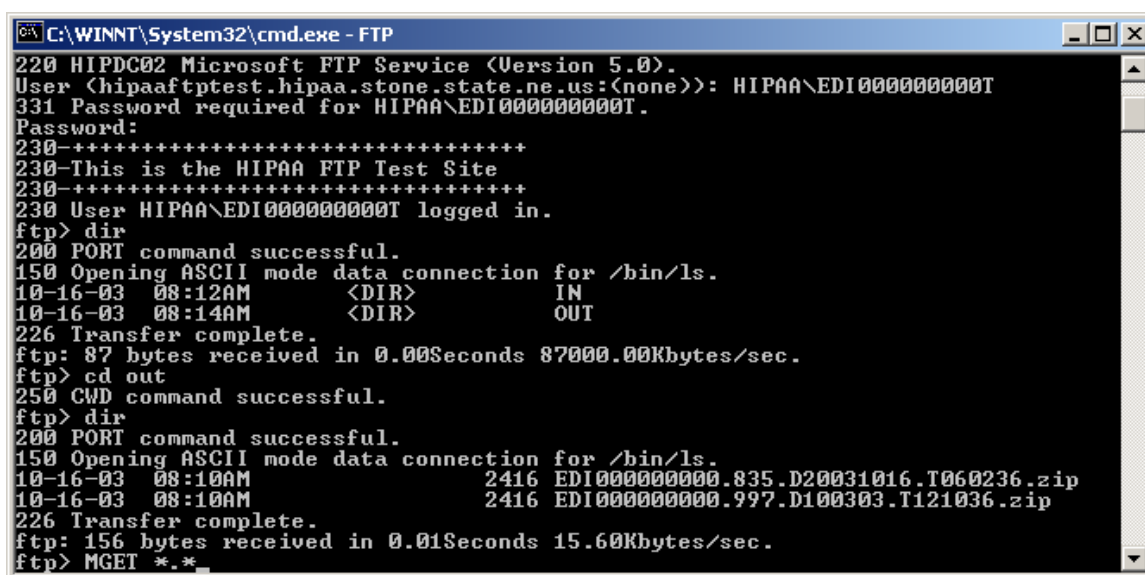
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20) Enter the command "DIR" to display a listing of files in your OUT box. The example below shows two files in the "OUT" folder.


```
C:\WINNT\System32\cmd.exe - FTP                                      _ | □ | X
220 HIPDC02 Microsoft FTP Service (Version 5.0).
User (hipaaftptest.hipaa.stone.state.ne.us:(none)): HIPAA\EDI000000000T
331 Password required for HIPAA\EDI000000000T.
Password:
230-+++++++++++++++++++++++++++++++
230-This is the HIPAA FTP Test Site
230-+++++++++++++++++++++++++++++++
230 User HIPAA\EDI000000000T logged in.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:10AM       <DIR>          IN
10-15-03  01:43PM       <DIR>          OUT
226 Transfer complete.
ftp: 87 bytes received in 0.01Seconds 8.70Kbytes/sec.
ftp> CD OUT
250 CWD command successful.
ftp> DIR
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:10AM                 2416 EDI000000000.835.D20031016.T060236.zip
10-16-03  08:10AM                 2416 EDI000000000.997.D100303.T121036.zip
226 Transfer complete.
ftp: 156 bytes received in 0.00Seconds 156000.00Kbytes/sec.
ftp>
```
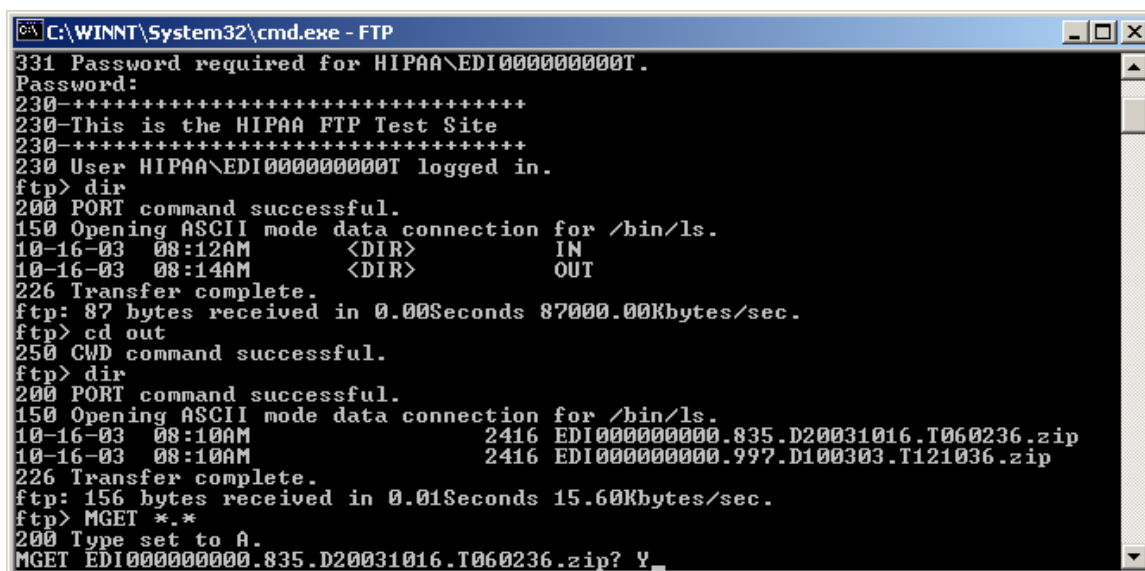
21) Enter the command "MGET", followed by the file name to download. Using the MGET command allows you to receive a specific file or multiple files. To receive multiple files, you must use wildcards. Refer to an FTP or MS-DOS manual for more information on wildcards. The MGET command will not delete the files from your "OUT" folder. This will have to be completed using the "DEL" command. It is strongly recommended to not use wildcards when deleting files from you "OUT" folder.

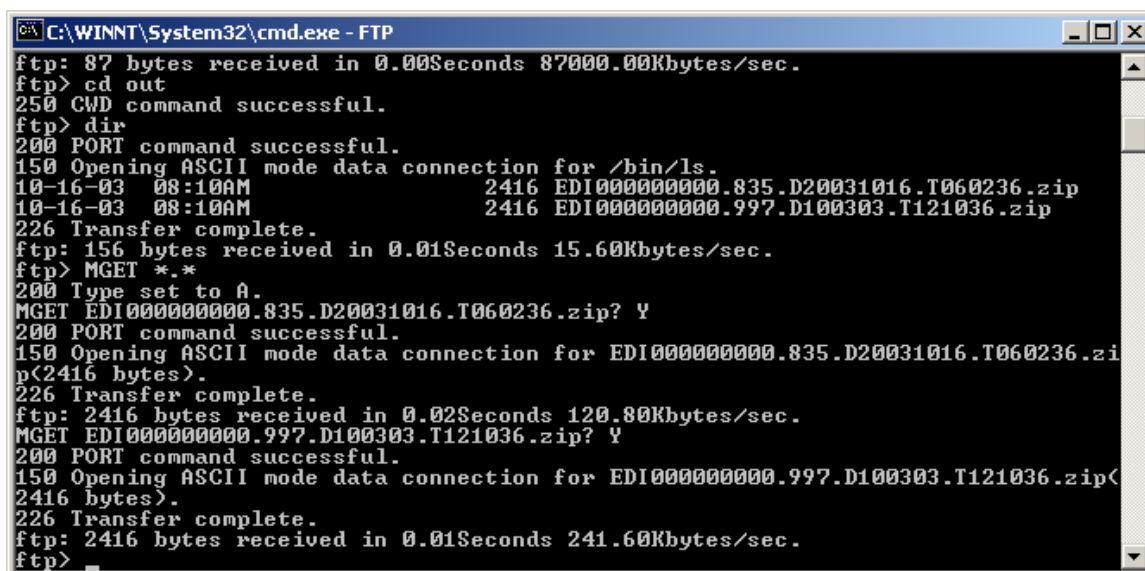The example below is going to copy all files that begin with EDI to the folder location in Step 13.


```
C:\WINNT\System32\cmd.exe - FTP                                      _ | □ | X
220 HIPDC02 Microsoft FTP Service (Version 5.0).
User (hipaaftptest.hipaa.stone.state.ne.us:(none)): HIPAA\EDI000000000T
331 Password required for HIPAA\EDI000000000T.
Password:
230-+++++++++++++++++++++++++++++++
230-This is the HIPAA FTP Test Site
230-+++++++++++++++++++++++++++++++
230 User HIPAA\EDI000000000T logged in.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:12AM       <DIR>          IN
10-16-03  08:14AM       <DIR>          OUT
226 Transfer complete.
ftp: 87 bytes received in 0.00Seconds 87000.00Kbytes/sec.
ftp> cd out
250 CWD command successful.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:10AM                 2416 EDI000000000.835.D20031016.T060236.zip
10-16-03  08:10AM                 2416 EDI000000000.997.D100303.T121036.zip
226 Transfer complete.
ftp: 156 bytes received in 0.01Seconds 15.60Kbytes/sec.
ftp> MGET *.*
```

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22) The MGET command prompts you to confirm that you want to download the file(s) that you have specified. Enter "Y" and press Enter. If there are multiple files then you will be prompted for each file.
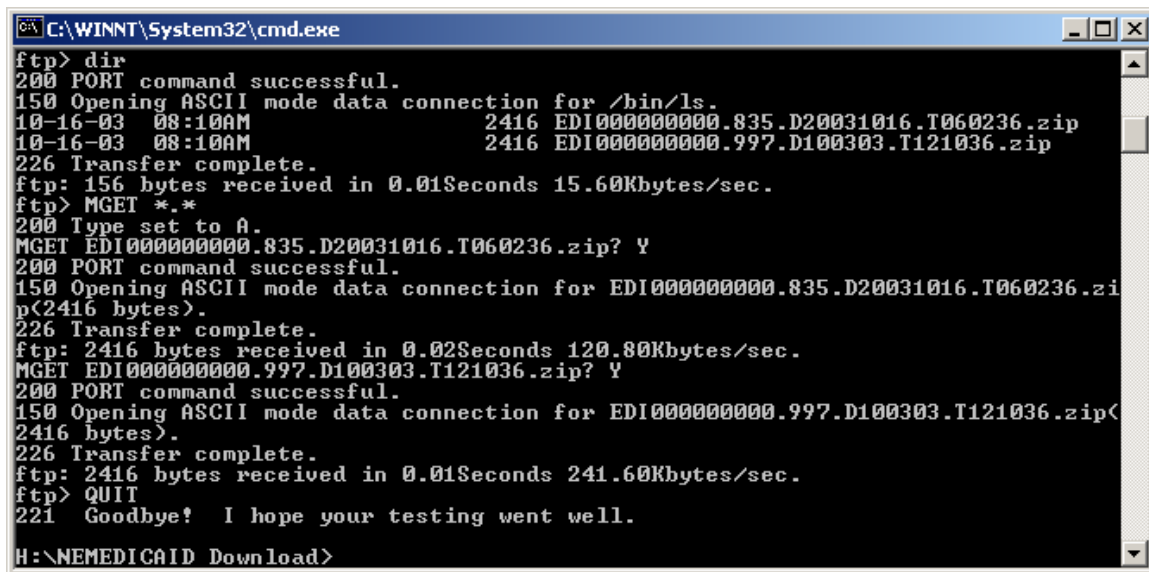
```
C:\WINNT\System32\cmd.exe - FTP                                         _ □ ×
331 Password required for HIPAA\EDI000000000T.
Password:
230-++++++++++++++++++++++++++++++++++
230-This is the HIPAA FTP Test Site
230-++++++++++++++++++++++++++++++++++
230 User HIPAA\EDI000000000T logged in.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03   08:12AM        <DIR>          IN
10-16-03   08:14AM        <DIR>          OUT
226 Transfer complete.
ftp: 87 bytes received in 0.00Seconds 87000.00Kbytes/sec.
ftp> cd out
250 CWD command successful.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03   08:10AM              2416 EDI000000000.835.D20031016.T060236.zip
10-16-03   08:10AM              2416 EDI000000000.997.D100303.T121036.zip
226 Transfer complete.
ftp: 156 bytes received in 0.01Seconds 15.60Kbytes/sec.
ftp> MGET *.*
200 Type set to A.
MGET EDI000000000.835.D20031016.T060236.zip? Y_
```

Once you press Enter the file will begin to upload. When it is complete, you should receive a message that the transfer was complete.
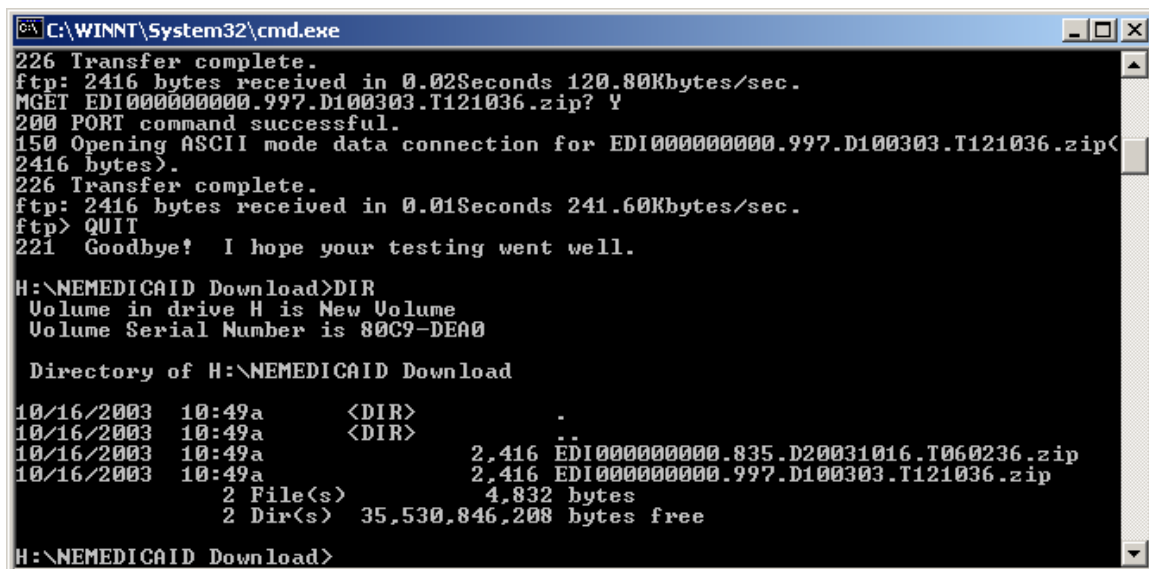
```
C:\WINNT\System32\cmd.exe - FTP                                         _ □ ×
ftp: 87 bytes received in 0.00Seconds 87000.00Kbytes/sec.
ftp> cd out
250 CWD command successful.
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03   08:10AM              2416 EDI000000000.835.D20031016.T060236.zip
10-16-03   08:10AM              2416 EDI000000000.997.D100303.T121036.zip
226 Transfer complete.
ftp: 156 bytes received in 0.01Seconds 15.60Kbytes/sec.
ftp> MGET *.*
200 Type set to A.
MGET EDI000000000.835.D20031016.T060236.zip? Y
200 PORT command successful.
150 Opening ASCII mode data connection for EDI000000000.835.D20031016.T060236.zi
p(2416 bytes).
226 Transfer complete.
ftp: 2416 bytes received in 0.02Seconds 120.80Kbytes/sec.
MGET EDI000000000.997.D100303.T121036.zip? Y
200 PORT command successful.
150 Opening ASCII mode data connection for EDI000000000.997.D100303.T121036.zip(
2416 bytes).
226 Transfer complete.
ftp: 2416 bytes received in 0.01Seconds 241.60Kbytes/sec.
ftp> _
```

23) After all of your files have been downloaded, you need to issue the "QUIT" command to terminate FTP. After entering QUIT and pressing Enter you will receive a "Goodbye" message and be returned to the MS-DOS prompt that you started at in Step 14.

```
C:\WINNT\System32\cmd.exe                                                    _ |□| x|
ftp> dir
200 PORT command successful.
150 Opening ASCII mode data connection for /bin/ls.
10-16-03  08:10AM                     2416 EDI000000000.835.D20031016.T060236.zip
10-16-03  08:10AM                     2416 EDI000000000.997.D100303.T121036.zip
226 Transfer complete.
ftp: 156 bytes received in 0.01Seconds 15.60Kbytes/sec.
ftp> MGET *.*
200 Type set to A.
MGET EDI000000000.835.D20031016.T060236.zip? Y
200 PORT command successful.
150 Opening ASCII mode data connection for EDI000000000.835.D20031016.T060236.zi
p(2416 bytes).
226 Transfer complete.
ftp: 2416 bytes received in 0.02Seconds 120.80Kbytes/sec.
MGET EDI000000000.997.D100303.T121036.zip? Y
200 PORT command successful.
150 Opening ASCII mode data connection for EDI000000000.997.D100303.T121036.zip(
2416 bytes).
226 Transfer complete.
ftp: 2416 bytes received in 0.01Seconds 241.60Kbytes/sec.
ftp> QUIT
221  Goodbye!  I hope your testing went well.

H:\NEMEDICAID Download>
```

24) A DIR command can be issued to see the files that have been downloaded. To close the MS-DOS window, enter "Exit" and press Enter.

```
C:\WINNT\System32\cmd.exe                                                    _ |□| x|
226 Transfer complete.
ftp: 2416 bytes received in 0.02Seconds 120.80Kbytes/sec.
MGET EDI000000000.997.D100303.T121036.zip? Y
200 PORT command successful.
150 Opening ASCII mode data connection for EDI000000000.997.D100303.T121036.zip(
2416 bytes).
226 Transfer complete.
ftp: 2416 bytes received in 0.01Seconds 241.60Kbytes/sec.
ftp> QUIT
221  Goodbye!  I hope your testing went well.

H:\NEMEDICAID Download>DIR
 Volume in drive H is New Volume
 Volume Serial Number is 80C9-DEA0

 Directory of H:\NEMEDICAID Download

10/16/2003  10:49a       <DIR>          .
10/16/2003  10:49a       <DIR>          ..
10/16/2003  10:49a               2,416 EDI000000000.835.D20031016.T060236.zip
10/16/2003  10:49a               2,416 EDI000000000.997.D100303.T121036.zip
             2 File(s)          4,832 bytes
             2 Dir(s)  35,530,846,208 bytes free

H:\NEMEDICAID Download>
```

1) Launch Internet Explorer. Depending on your Internet options, you may see the following screen, or if you have a "home" page it will attempt to load. Since you are connected to Nebraska Medicaid, your "home" page will not load. If you receive the error "unable to load page", disregard and enter one of the following addresses depending on whether you are connecting to Production or Test:
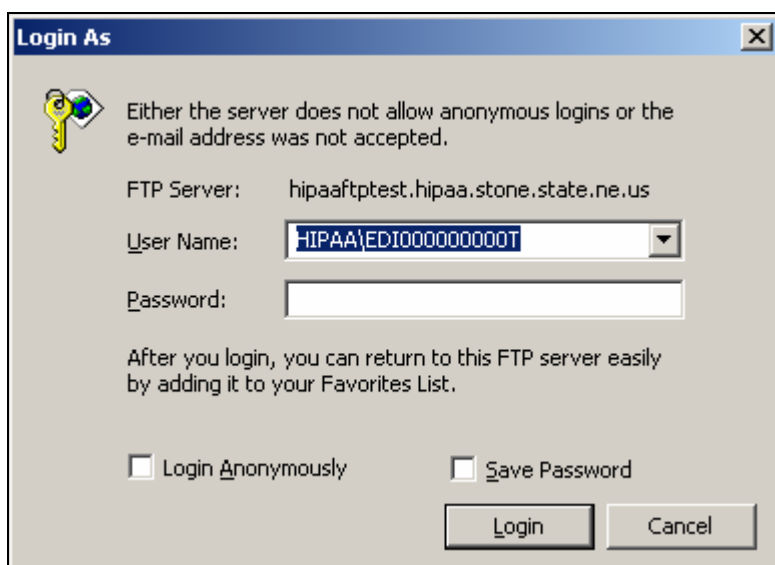
Test:
ftp://hipaaftptest.hipaa.stone.state.ne.us/

Production:
ftp://hipaaftp.hipaa.stone.state.ne.us/
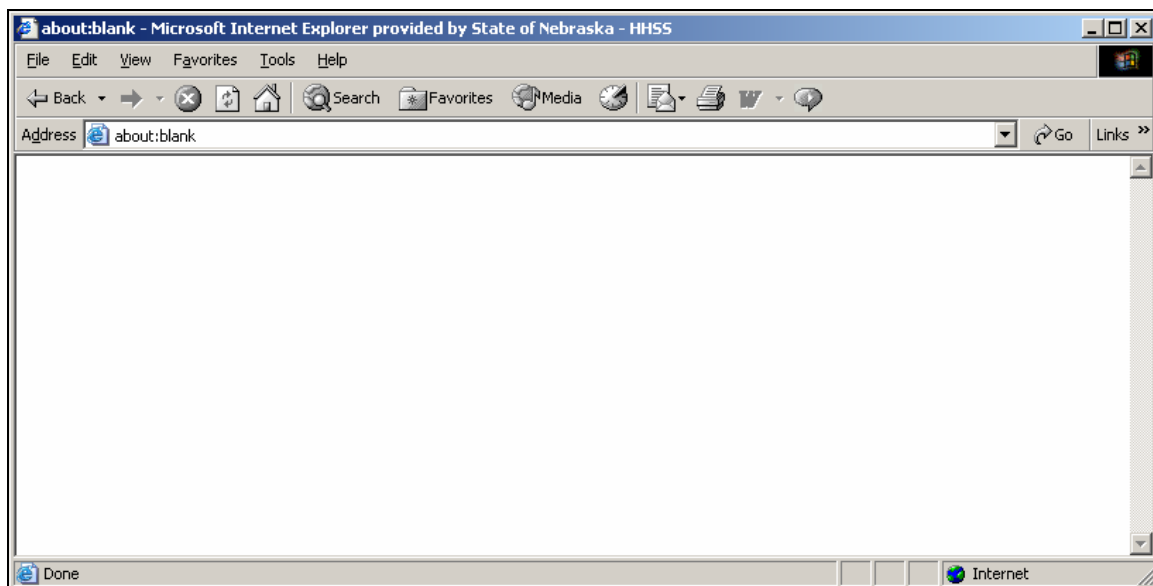
2) After entering the FTP address and pressing Enter, you will be prompted for your User Name and Password.

Enter your User Name and Password and click **Login**.
Note: Remember to use "T" for Test and "P" for Production.

3) The following screen will be displayed. To open a folder, double-click on the folder.
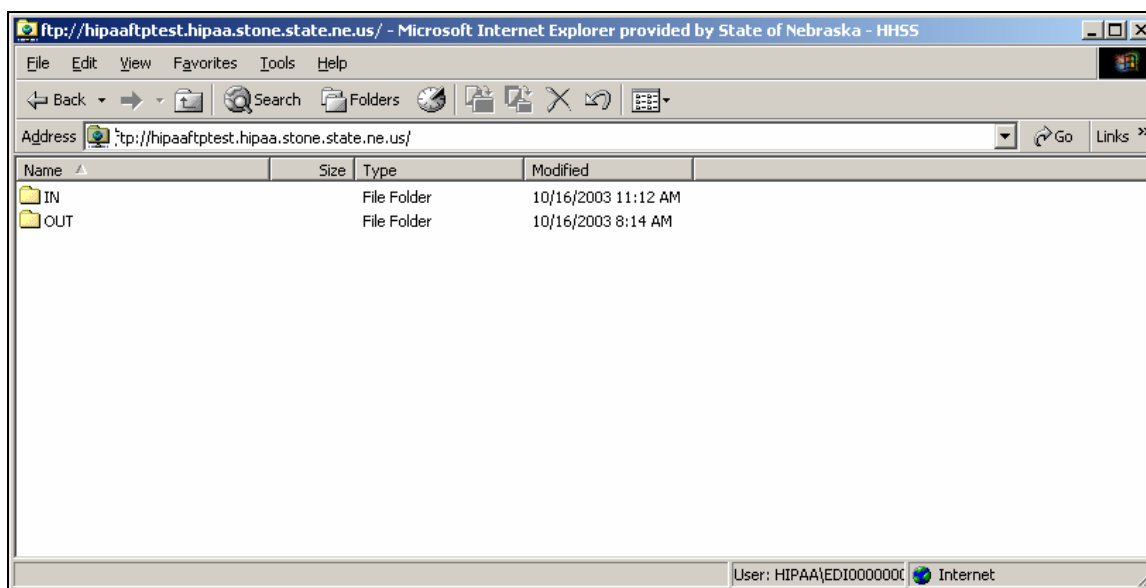
Note: To copy files to your "IN" box, proceed to Step 4. To copy files from your "OUT" box, proceed to Step 6.
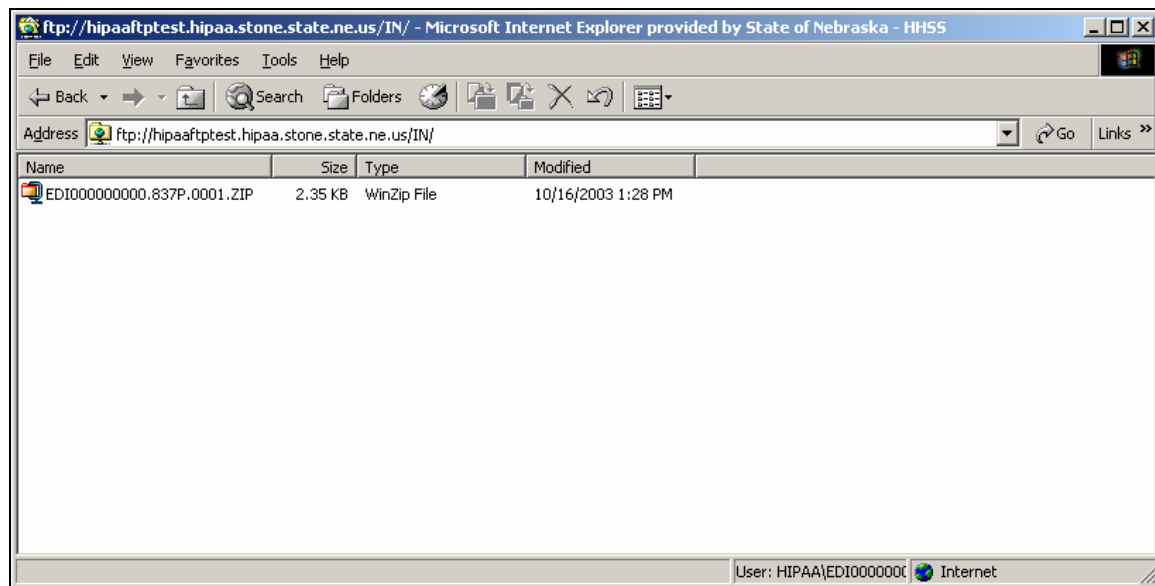
4) To copy files to your "IN" box you will need to first open the IN Folder. Launch Windows Explorer (right-click on **Start** and select "Explore") and locate the file(s) to send to Nebraska Medicaid.
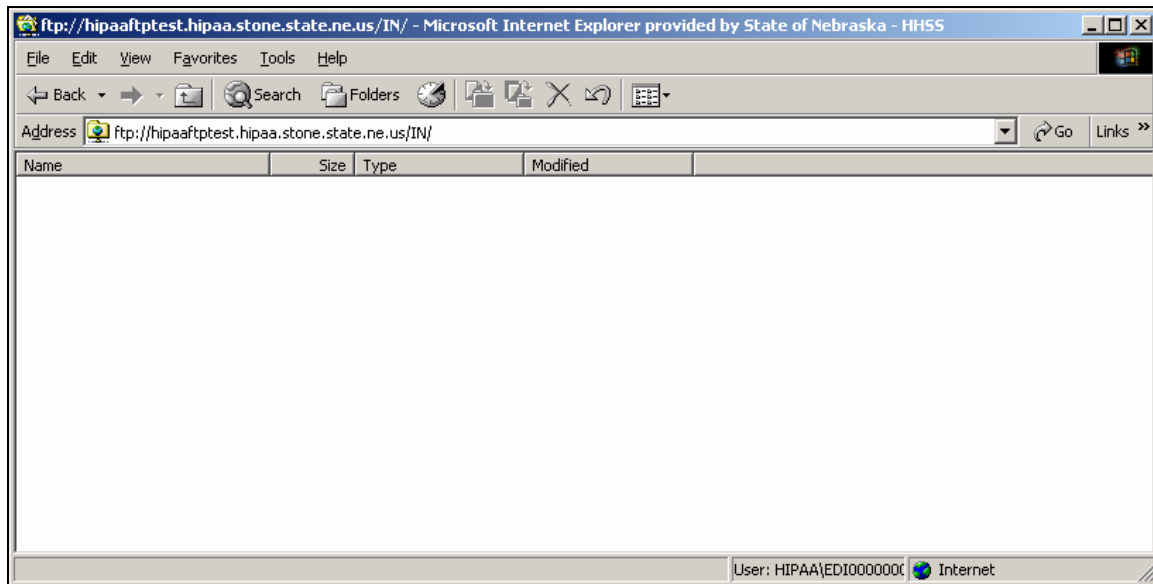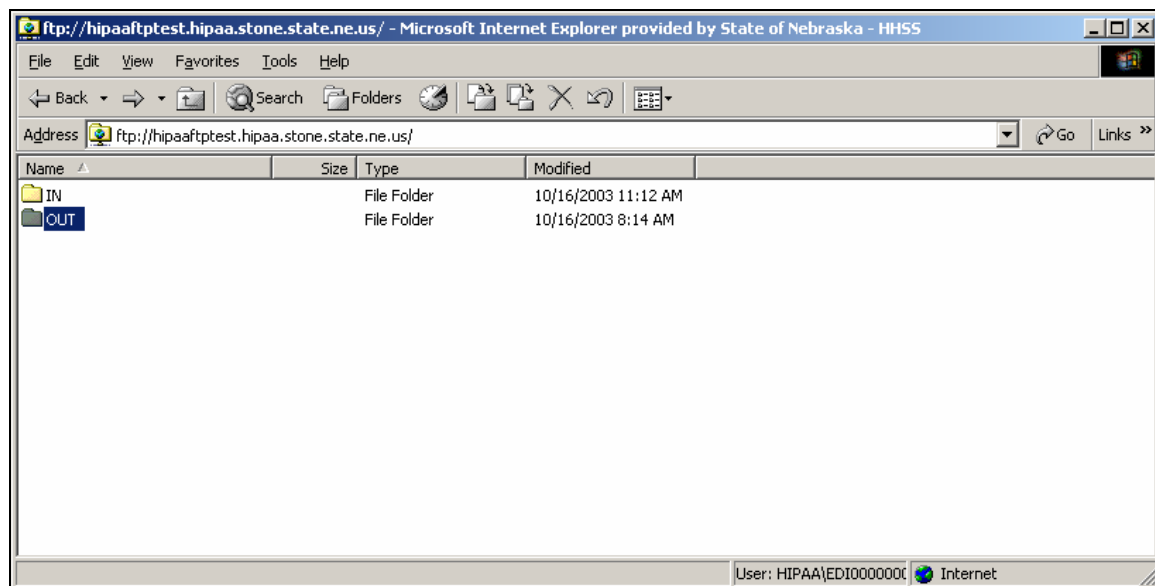

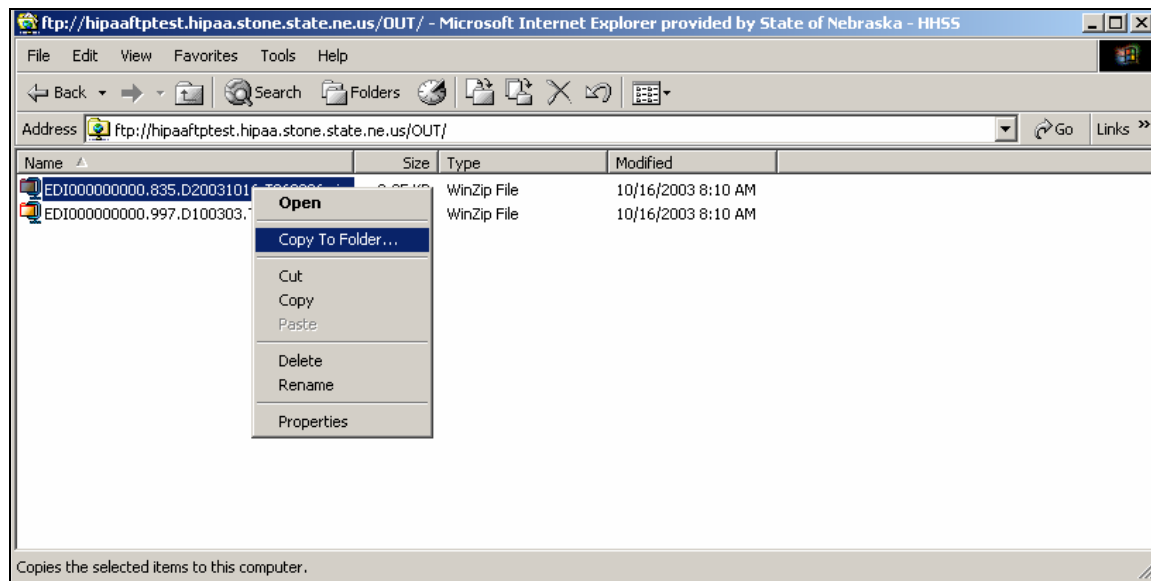5) Right-click in the Internet Explorer window and select Paste. This will copy the selected file to your "IN" box.
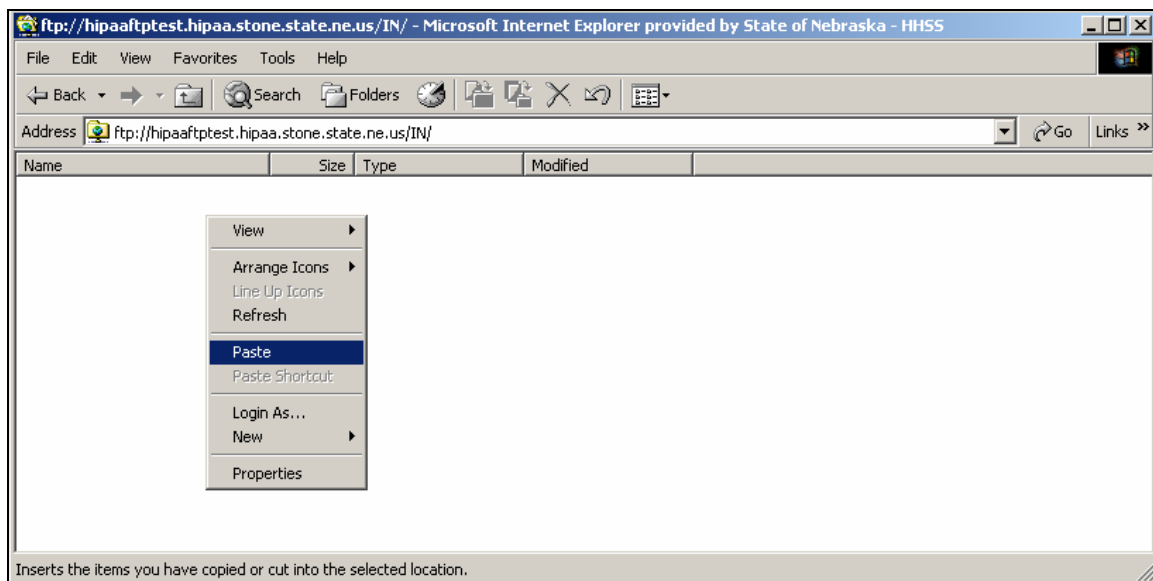
Results of the Paste are as follows:

6)   To receive files from Nebraska Medicaid, double-click on the "OUT" folder.

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7) Right-click on the file to Download and select "Copy To Folder".

8) Select the location to copy the file to and click **OK**.

07/10/06